

WHITEHAVEN TOWN COUNCIL

Clerk and Responsible Financial Officer: Marlene Jewell
Telephone: 01946 67366
Chairman: Councillor G Roberts

To: Members of Whitehaven Town Council

You are duly **SUMMONED** to attend a **MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **THE BEACON PORTAL** at **THE BEACON, WHITEHAVEN** on **Thursday 28th November 2024 at 6.00 pm**

Signed.....*Marlene Jewell*..... Dated.....*22nd November 2024*.....
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

1. Apologies for Absence

2. Declarations of Interest

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

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

3. Public Participation

4. Minutes of the Council Meeting held on 31st October 2024

5. Planning Applications

6. Report from Cumberland Council

7. Finance Report

8. Internal Auditor's Report – To follow

9. Quote received for provision of Internal Auditor – To Follow

- 10. Quote \received for the Erection, Maintenance, Dismantling and Repair of Christmas Lights in Whitehaven 2025/26**
- 11. Quote received for the Erection, Maintenance and Dismantling of Bunting in Whitehaven for 2025**
- 12. WCSSG – Report to be given by Councillor E Dinsdale**
- 13. Christmas Closing**
- 14. Whitehaven Public Realm Scheme**
- 15. Councillor Ward Matters**
- 16. Date and Time of next Meeting**

IN PRIVATE

That prior to the following items of business the Chairman will move the following resolution:

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw.

- 17. Office Accommodation – Clerk to give a report**
- 18. Application for Councillor Ward Grant – HPAG**
- 19. Application for Grant – WCS&R**

WHITEHAVEN TOWN COUNCIL

Minutes of the Council Meeting held on the 31st October 2024

Present: Councillor C Hayes (Deputy Chairman in the Chair); Councillor J Carr; Councillor E Dinsdale; Councillor R Gill; Councillor B O’Kane; Councillor A Pearson; Councillor R Redmond; Councillor A Spedding;

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

Councillor M Hawkins – Cumberland Council

Members of the Public

2636/24 Apologies for Absence

Apologies for absence were received from:

Councillor G Roberts	illness
Councillor G Dinsdale	Childcare
Councillor White	Away

2637/24 Declarations of Interest

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

Councillor Gill declared that he was a member of the Whitehaven Heritage Action Group

2638/24 Public Participation

Councillor Redmond came into the Meeting during this item

- (i) WM said he was at the Meeting because of Crow Park. He said the allotments had been in one hell of a mess for over a year. He said he had been sending emails for over a year now to the Clerk and Councillors and as far as he knew none of them had got there. He said he was disabled now

because of one of the Councillors comments. He said he had been at Crow Park for 55 years.

He said all the time Copeland had the allotments they were inspected April to September and suddenly last year the Council decided they could be inspected all year round. In early February whilst inspecting the allotments he said he slipped and fell and had a snapped tendon in his shoulder and trapped nerves in the bottom of his back and that was the result of allotments being inspected for 12 months of the year. He said they should be inspected April to September.

WM said the paths on the allotments are ok when it was dry but at present like that day you couldn't walk on them – they were as slippery as hell. He said one of the emails he had raised in the past was for a health and safety representative to visit with him to look at them paths because the grass paths that were on a slope like that at this time of the year the grass wanted lifting and it wanted hardcore put down to make it non-slip. He said somebody was going to end up going to hospital with a broken knee, ankle or hip unless this was sorted out

WM said he was also concerned about a member who was now being harassed because of the state of his plot. He said they knew it was a mess but this chap had had to give up work through bad health. He said on Crow Park there were 40 allotments – 11 had grown nothing this year just grass and weeds and those were the allotments the Council should be concentrating on and not hounding somebody who was producing on his plot.

The Chairman thanked WM for attending

- (ii) A Market Trader who was trading on the Green Market appeared. He said he was not quite sure what he was meant to be presenting but he was just making an appeal on behalf of himself and the other market trader that they be able to continue trading on Whitehaven Green Market. He said looking at the plans (Whitehaven Public Realm) it was clear there was no space whatsoever for them to stand anywhere near the allotted area. So his question was (he acknowledged that this wasn't being moved by the Town Council but Cumberland Council) because there was a Charter applying to the Green Market was it legal for them to expel them from that area without any prospect of going back ever. He said this was essentially terminating any possibility of a market in Whitehaven in the traditional Market area. He asked if this was legal without any compensation or giving the market traders any possibility of standing anywhere in that area. He asked who owned the actual land and the Chairman said it came under Cumberland.

Councillor Gill said the market traders provided a good service to the Town and said some Councillors had opposed this proposal when it was mooted some years ago by Copeland. He said his view was that it was wrong and that the money could be better spent elsewhere in the Town and he shared the market trader's concerns in relation to our rich heritage of

having a market in the Town. He said he thought a letter should be written to Cumberland Council expressing the Council's severe concern about this and asking that alternative arrangements be made for the market holders. The Market Trader said that the initial approach that they got was from a representative from Cumberland Council who said they were redeveloping and basically the market traders had to go and an intimation was made that their presence was not desired. It was an aesthetic problem with the new super clean antiseptic look of what this plan appears to be.

He said they had been there for many years (over 60 years between the 2 of them) and it was very offensive just to come out without a letter or any apology and just tell us to go. But since he had had an interview with the Whitehaven News it appeared that Cumberland had approached the Whitehaven News and made a statement that they were going to accommodate us somewhere during the works but it doesn't say what will happen after. The market trader asked was there any possible hope that they might be able to fight this on the legality of the Market Charter and the right to have a market in the Green Market.

The clerk said she could give some background information

- The Market charter bestowed the market area which she assumed would include the Green Market to the people of Whitehaven
- All land in market place is a public highway except on market days- Thursday and Saturday and the market was the whole area
- The Market Authority Cumberland may well be able to move the market traders elsewhere within that market area as they would not be depriving anyone of the right to trade.

The market trader said that where they were on the Green Market they were not disturbing anyone and traffic could go through. The Clerk said if they went anywhere else on the market area for public safety reasons the road would have to be closed

The Chairman thanked the market trader for attending

2639/24 Minutes of Council Meeting held on 26th September 2024

It was proposed by Councillor Gill and seconded by Councillor Hayes that the Minutes of the Council Meeting held on 26th September 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 26th September 2024 be approved and signed by the Chairman as a correct record.

2640/24 Planning Applications

The Council considered a list of Planning Applications shown at Appendix 1 It was proposed by Councillor O'Kane and seconded by Councillor Gill that

having considered the Planning Applications on Appendix 1 that Cumberland Council be informed that the Council had no representations/comments to make

RESOLVED - That after consideration of the Planning Applications on Appendix 1 that Cumberland Council be informed that the Council had no representations/comments to make

2641/24 **Report from Cumberland Council**

Councillor Mike Hawkins from Cumberland Council attended. He said

- In reply to the Market Trader who had spoken in the Public participation part he said that if he put his issues in writing to him he would address the problem and try and get some answers to his questions and was sure they could come to some arrangement/compromise
- They were hoping to complete the Cenotaph on 16/17 October but the weather was against the stonemasons going in and doing their jobs. So hopefully it would be done next week before Remembrance Sunday towards a conclusion
- The TROs are still ongoing
- He had started meeting with Highways England about Homewood roundabout, Rutland Avenue to assist Cumberland as they had been left out of the loop. So they had re-established that and they had had a meeting the previous week.
- The Pelican Garage Crossing was ready to go. The junctions and traffic but it was subject to funding
- Councillor O’Kane asked if it would be possible to set up another meeting regarding sometime in the future where we could look at the possibilities for stage two of works to the Cenotaph and Councillor Hawkins said that this would be no problem
- Councillor O’Kane asked if there was another meeting with Home Group with James in the near future and Councillor Hawkins said he would send an email to James about this

The Chairman thanked Councillor Hawkins for attending

2642/24 **Finance Report**

The Council considered the Finance report

- i. Appendix 1 - The Assistant Clerk reported that there were 5 additional invoices to consider on Appendix 1 namely:-

V Gorley	£346.31 - 40 thimble eyes 200m catenary wire
V Gorley	£2.50 lightbulb storage unit
St James Community Centre	£15 - Room Hire 14/10/24

PHP Architects	£2049.80 - Contract Admin and Technical Support
V Gorley	£3.50 – Trophy Engraving

It was proposed by Councillor Gill and seconded by Councillor Hayes that the invoices shown on Appendix 1 plus the 5 extra invoices be approved and paid. A vote was held and it was unanimously

RESOLVED – That the invoices shown on Appendix 1 plus the 5 extra invoices be approved and paid.

- ii. Appendices 2 and 3 – It was proposed by Councillor Gill and seconded by Councillor Hayes that Appendices 2 and 3 be approved and noted. A vote was held and it was unanimously

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

The Chairman agreed to move Item 17 up to this point on the Agenda because of the Market Traders who were attending

2643/24 Whitehaven Public Realm Scheme

The Council considered an email and accompanying documents/plans relating to the Whitehaven Public Realm Works and said they hoped works on this would begin early in 2025 with a completion date of Spring 2025. The Clerk said this was not a consultation document but that Cumberland Council had said they would be happy to answer any questions

The following points were made:

- Councillor Gill said this started with CBC and we opposed these plans and they have been consistently refused by the Town Council. He said it was a waste of time telling them what we feel as we told them years ago and have just been ignored. So he didn't know where the Council could go except to send a letter in to say we don't support this development and that in that letter we state our support for the existing market traders that alternative accommodation will be found for them and he proposed this which was seconded by Councillor Hayes
- Councillor O'Kane said before we did this fellow Councillors should have a realisation that the first time this was proposed all Councillors went round town with 2 officers from CBC and the concentration was entirely on the Green Market and a few other areas of King Street. We talked about a range of things including the issue of public toilets but it all seemed to disappear and at the start of last year the money went back into CBC which was never spent. At the same time as this the other areas in Copeland were undergoing the same for public realm activities. Whitehaven was left to the very end and he had asked the question how will the activities proposed for the Green Market bring in £1 of business to our town. No response. At the end they agreed with Millom, Egremont and

a bit of an agreement with Cleator Moor. There was no agreement with WTC at all and we were left totally in the dark. We realised this year that the money due to Whitehaven still existed and in theory that was £150,000 and when we asked about it we were told it was held in reserve and would be ready for future use. Six or seven months ago we got an invitation to attend a public realm discussion with CC and talked about a digital hub, public toilets. At the end of the meeting just before it stopped the Officers brought in the idea again of the Green market and at that time he said they should check the Market Charter.

Councillor O’Kane this was something that has been foisted on the TC. Cumberland Council had said they wanted to tidy up the market area and this had been extended to an area outside the Globe on Duke Street. Following consultations no responses had ever been fed back. So they now had 2 things in front of them and he had added up the cost of 6 benches and 5 trees which was a total of £450,000 and if that was as much as we can get from CC to develop our Town then we were really struggling. He asked the question again will those benches and those trees bring in £1 extra to the Town. Who will carry out future maintenance.

He said he had emailed the CC Officer and asked her for the advice she had been given regarding the market and the response I got indicated that CC does not seem to think that the Green Market was ever part of the Market Charter. If the 2 market holders move up to say outside Kinsellas then that means the market place has to be closed. He said he thought they should be sending an invitation to the 2 CC Officers to attend the next meeting to explain why exactly we want to spend £450,000 in our Town for 6 benches and 5 trees

- Councillor E Dinsdale said he didn’t think anyone would disagree with the fact that we are the poor relations in this. He said we all get the local press we all read other areas press and we all know what’s going on in other areas. He said we need to create our own vision and that this wouldn’t be an easy thing to do but we needed to start and take the reins on this even though we’re not responsible for the funding. We’ve got to create something as an alternative and as the representative for the market he would campaign for ever and ever if the market traders suffer any detriment. If they agree to something they agree to it but if they don’t we’ve got to stand up
- Councillor Gill said what can we do. We don’t own any land. We have no rights over highways. There is nothing we can do unless we’ve got some power over the land in the town. He said the CC was just doing what they want and that the tail was wagging the dog
- Councillor Hawkins said he would be feeding back what had been said tonight. He said he wasn’t aware of any of this.
- Councillor E Dinsdale asked if we could get Mark here with the 5 local Councillors

The Clerk reminded the Council that there was a proposal on the table which

had been duly seconded. The Clerk read this out “ It was proposed by Councillor Gill and seconded by Councillor Hayes that a letter is sent to CC to expressing concern and saying that the Town Council does not support this development and also that the Council is supporting the 2 market traders and asking that CC meet with the Town Council at the earliest opportunity”.

A vote was held and it was unanimously

RESOLVED - That a letter be sent to CC to expressing concern and saying that the Town Council does not support this development and also that the Council is supporting the 2 market traders and asking that CC meet with the Town Council at the earliest opportunity

2644/24 Quote for Council Events Equipment Contract for 2025/26

The Council considered a report on a quote received of £3,000 plus VAT from the Council’s preferred supplier for 8 Council events in 2025/26. In order to accept the quote from the Council’s preferred Contractor the Council had to consider suspending Financial Regulation 5 to permit this. In order to suspend Financial Regulation 5, Financial Regulation 19.2 states that “The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members”. It was proposed by Councillor Gill and seconded by Councillor Hayes that (i) that the Council suspends Financial Regulation 5 to allow the Quote of £3,000 plus VAT for 8 Council Events and (ii) having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved. A vote was held and it was unanimously

RESOLVED – That (i) that the Council suspends Financial Regulation 5 to allow the Quote of £3,000 plus VAT for 8 Council Events and (ii) having made that resolution that the reasons for the suspension as stated in the report be recorded and also that the assessment of the risks in the report be accepted and approved.

2645/24 Quotes for Marquees for Council Events 2025/26

The Council considered a report on quotes received for the provision of marquees for Council events. Three quotes had been sought and 2 had been received as shown at Appendix 1 to the report. It was proposed by Councillor Gill and seconded by Councillor O’Kane that the quote from LL be accepted. A vote was held and it was unanimously

RESOLVED – That the quote from LL be accepted

2646/24 Quote received for Planting and Maintenance of Summer and Winter Plants in Whitehaven 2025/26

The Council considered a report on quotes for the planting and maintenance of summer and winter plants in Whitehaven 2025/26. 3 quotes had been sought and 1 quote was received in the sum of £44,512.73 plus VAT. Last years price was £40,072.50. It was proposed by Councillor Gill and seconded by Councillor Hayes that (i) the quote of £44,512.73 plus VAT be accepted and (ii) that a letter be sent to Cumberland Council to inform them that in future the Town Council would be putting in the application for Cumbria in Bloom. A vote was held and it was unanimously

RESOLVED – (i) That the quote of £44,512.73 be accepted and (ii) that a letter be sent to Cumberland Council to inform them that in future the Town Council would be putting in the application for Cumbria in Bloom.

2647/24 Quote Received for Maintenance Contract for Allotment Sites and Pigeon Lofts

The Council considered a report on the quote received for the maintenance of Allotment Sites and Pigeon Loft Sites for 2025/26. 3 quotes had been sought and 1 had been received in the sum of £6,566 plus VAT. It was proposed by Councillor Gill and seconded by Councillor O’Kane that the quote of £6,566 be accepted. A vote was held and it was

RESOLVED – That the quote of £6,566 plus VAT be accepted

2648/24 Recommendations to Council from the Events Advisory Group

The Events Advisory Group met on 28th October 2024 to discuss a list of proposed events for 2025/26 and to make recommendations to full Council. The Clerk circulated and read out the list of Events and the recommendations made by the Events Advisory Group. The Council considered 9 proposals and made separate resolutions for each proposal. All proposals were voted on and unanimously approved by the Council as follows:-

- | | |
|----------------------|---|
| 1. Tall Ship Visit | Proposed Approval Councillor Gill
Seconded Councillor Hayes
Vote unanimous
RESOLVED - Approved |
| 2. Leyland Bus Event | Proposed Approval Councillor Hayes
Seconded Councillor Carr
Vote unanimous
RESOLVED – Approved |
| 3. VE Day | Proposed Approval Councillor Hayes |

- | | |
|--|---|
| | Seconded Councillor O’Kane
Vote unanimous
RESOLVED - Approved |
| 4. Science Show | Proposed Approval Councillor Gill
Seconded Councillor O’Kane
Vote unanimous
RESOLVED Approved |
| 5. Flower and Vegetable Show | Proposed Approval Councillor Hayes
Seconded Councillor O’Kane
Vote unanimous
RESOLVED - Approved |
| 6. Robots and Sci Fi Exhibition | Proposed Approval Councillor Hayes
Seconded Councillor O’Kane
Vote unanimous
RESOLVED - Approved |
| 7. Christmas Lights Switch On | Proposed Approval Councillor Hayes
Seconded Councillor Gill
Vote unanimous
RESOLVED - Approved |
| 8. Christmas Market and Firework Display | Proposed Approval Councillor Hayes
Seconded Councillor Carr
Vote unanimous
RESOLVED - Approved |
| 9. Marketing Budget for Events | Proposed Approval councillor Hayes
Seconded Councillor Gill
Vote unanimous
RESOLVED - Approved |

2649/24 **Remembrance Sunday** – 10th November 2024

The Council considered a report on the preparations for Remembrance Sunday and for expenditure to be incurred for Remembrance Sunday namely

- i. Additional lamp post poppies (50 @ £5 per poppy)
- ii Poppy Wreath (£27.50)
- iii Refreshments (sandwiches) in The United Reformed Church after the Church Service (£100)
- iv Tea, coffee, milk, sugar, soft drinks, cakes and biscuits (£40)

It was proposed by Councillor Gill and seconded by Councillor Hayes that the report be noted and the expenditure in i to iv above be approved. A vote was

RESOLVED - That the report be noted and the expenditure in i to iv above be approved.

2650/24 **Replacement Pads for Council Defibrillators**

The Council considered a report on replacement electrode pads for Council defibrillators. It had been necessary to obtain quotes for replacement electrode pads for the defibrillators as they had expired. It was therefore necessary to urgently purchase 14 electrode pads to enable the defibrillators to remain in service. 4 quotes were received and the quote from supplier D was accepted at a cost of £54.99 each plus VAT. The pads had subsequently been purchased and installed. It was proposed by Councillor Hayes and seconded by Councillor Carr that the urgent action taken and the cost incurred for the 14 replacement pads for Council Defibrillators be noted and approved. A vote was held and it was unanimously

RESOLVED – That the urgent action taken and the cost incurred for the 14 replacement pads for Council Defibrillators be noted and approved

2651/24 **Recommendations from Policy and Resources and Finance Committee**

The Council considered a report on recommendations made by the Policy and Resources and Finance Committee at its Meeting on 14th October 2024. It was proposed by Councillor O’Kane and seconded by Councillor Hayes that the recommendations made in 1.1 and 1.2 of the report be approved. A vote was held and it was unanimously

RESOLVED - That the recommendations made in 1.1 and 1.2 of the report be approved.

2652/24 **WCSSG**

Councillor E Dinsdale reported:

1. Since the last Meeting a report had been produced by the National Audit Office and that he would send a copy of the report to the Clerk
2. Euan Hutton who had been the interim CEO at Sellafield Limited had been made permanent that day

2653/24 **Councillor Ward Matters**

- i. Councillor O’Kane said:
 - The hedge at Victoria Road had been done about half of the way along
 - All lights in the area seem to have now been sorted
 - He was dealing with 1 or 2 Home Group issues and that the more we can work as a Council with James the more we will get done
- ii. Councillor Carr said at the last Meeting he had been praising Home Group but that he had got a whatsapp through the other day and it was worse than ever. He had received clippage in a 4 minute video and he

was trying to break it down. Councillor Hawkins said he should send it to Councillor Minshaw.

- iii. Councillor Spedding said that following a walk down the allotments with WM the Clerk had answered most of his questions. He said That WM had raised an issue regarding the paths and that the Clerk had said that the paths would be cut down. But he didn't know how we were going to progress the hardcore issue. He said he had received an answer for one of the tenants on Crow Park regarding the Improvement Notice
- iv. Councillor Pearson said
 - after 6 months of raising it they eventually got the grass cut and the most dangerous part had been cut and they could now see for 200yards. But they still hadn't cut the grass on the path to keep people off the road further up stopped short of the next footpath.
 - The grass hadn't been cut on no man's land. They didn't touch the pathway to keep people off the main road.
 - The street lights at the exit of the footpath to cross the road don't work and this is creating a black spot and he had reported this on the portal. They keep saying it has been actioned but it hasn't. It is pitch black
 - He said he had reported the speed reminder signal on the road and Emma Wilkinson had said that she was going to look into it
 - Flooding on the Playing Fields – the water was over 4 ft deep because of what Storys had done. He said he had raised this with both Storys and Emma Williamson
 - The residents had submitted a letter about the play park to Mark Fryer with more than 100 signatures from people off the estate to say the play park should be taken back under the wing of the Cumberland Council but they had received no reply
- v. Councillor E Dinsdale said he would like to propose that we send a letter to Mark Fryer and all 5 local Councillors to tell us what the vision for Whitehaven Town centre is and also what is meant when the words "Whitehaven is next" are used
- vi. Councillor Hayes said
 - with the schools being off there had been some anti social behaviour on Kells and that some parents had been spoken to
 - There had been some complaints about the speeding ban
 - On behalf of the Mayor he had given out 2 awards
 - Bennett Brothers – Civic Pride Certificate
 - Rosina Harrison from Milltech Computers – Service to the Community Plaque

2654/24 **Date and Time of next Meeting**

The next Town Council Meeting would be on Thursday 28th November 2024 at the Beacon Portal, Whitehaven at 6.00pm

2655/24 **IN PRIVATE**

That prior to the following items of business the Chairman moved the following resolution:

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

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

2656/24 **Update on Office Accommodation**

The Clerk gave a report received from the Contractor on progress since the report to the Council Meeting in October as follows:

1. Further update on work carried out since last Meeting:
 - All defective exterior paintwork has been pressure washed/cleaned off ready for the painter starting when the weather clears up
 - Joiner has started renovating the existing timber windows
 - They have started installing the metal stud work ready for plasterboards to be fixed to ceilings and walls
 - Replacement gutters to rear of the property have been replaced
 - Materials acquired for the party wall remedial work
 - New dash applied to chimney between Whitehaven News and adjacent property

No decision to be made on this as it was for information only

2. The Clerk read out an email from the Council’s Architect which summarised a report received from the structural engineers which identified further necessary structural works that needed to be carried out to the building and which recommended the actions that should be taken. It was proposed by Councillor Gill and seconded by Councillor Hayes that the recommendations made be approved. A vote was held and seven Councillors voted for the proposal and one Councillor abstained

RESOLVED – That the recommendations made be approved

2657/24 Application for Councillor Ward Grant – FoSJIS

The Council considered an application from FoSJIS for a Councillor Ward grant of £1,000. It was proposed by Councillor Gill and seconded by Councillor Carr that a Ward Grant of £1000 be awarded to FoSJIS. A vote was held and it was unanimously

RESOLVED – That a Ward Grant of £1000 be awarded to FoSJIS.

2658/24 Application for Councillor Ward Grant – DR

The Council considered an application from DR report for a Councillor Ward Grant of £800.00. It was proposed by Councillor Gill and seconded by Councillor Carr that a grant of £800 be awarded to DR. A vote was held and it was unanimously

RESOLVED - That a grant of £800 be awarded to DR.

The Meeting Closed at 7.40pm

Chairman

WTC 28/11/2024

Item 5

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/24/2362/0E1	APPLICATION FOR LAWFUL DEVELOPMENT CERTIFICATE POW BECK HOUSE, MEADOW ROAD, WHITEHAVEN
4/24/2375/TPO	REMOVAL OF A SYCAMORE TREE SITUATED WITHIN A CONSERVATION AREA 4 SOMERSET HOUSE, 52 DUKE STREET, WHITEHAVEN
4/24/2382/0B1	VARIATION OF CONDITION 2 (PLANS) TO REFLECT REVISED DWELLING DESIGNS OF PLANNING APPLICATION 4/23/2088/0F1 PROPOSED RESIDENTIAL DEVELOPMENT FOR 23 DWELLINGS INCLUDING ASSOCIATED INFRASTRUCTURE AND LANDSCAPING LAND AT HARRAS ROAD, HARRAS PARK, WHITEHAVEN

FINANCIAL REPORT

Purpose of the Report

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

1.0 INTRODUCTION

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

2.0 FINANCIAL POSITION

- 2.1 The bank reconciliation was carried out on 19th November 2024. This shows a balance of £251,368.48. There are no payments waiting to be cleared.
- 2.2 The balance in the deposit account is £729,700.07.

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.

Invoices for Consideration by Whitehaven Town Council

Date	Supplier	Category	Detail	Total Amount	Power	Column1
24/10/2024	Mr C J Hayes	Employees & Allowances	Re-imbursment for Community Award engraving	£ 10.00		
31/10/2024	Derwent Recycling Services Ltd	3rd Party	Skip Hire - Cartgate Allotments	£ 360.00	£23 Small Holdings & Allotments Act 1908	
31/10/2024	Derwent Recycling Services Ltd	3rd Party	Skip Hire - Crow Park Allotments	£ 360.00	£23 Small Holdings & Allotments Act 1908	
31/10/2024	Derwent Recycling Services Ltd	3rd Party	Skip Hire - Midgley Ghyll Allotments	£ 360.00	£23 Small Holdings & Allotments Act 1908	
31/10/2024	Derwent Recycling Services Ltd	3rd Party	Skip Hire - Sneckyeat Allotments	£ 360.00	£23 Small Holdings & Allotments Act 1908	
02/11/2024	Arborscape Env Services Ltd	3rd Party	Beds, Baskets and Planters Contract - October 2024	£ 4,800.00	£144 LGA 1972	
04/11/2024	Mrs V Gorley	Events	Re-imbursment for cable ties	£ 4.39	£111 LGA 1972	
04/11/2024	Mrs V Gorley	3rd Party	100 x carbeane clips for christmas lights installation	£ 132.15	£144 LGA 1972	
04/11/2024	Mrs V Gorley	Employees & Allowances	Mileage Claim	£ 8.64	£111 LGA 1972	
07/11/2024	Karens Bakes	Events	Sandwich Patters for Remembrance Sunday	£ 100.00	£137 LGA 1972	
07/11/2024	Mrs V Gorley	Employees & Allowances	Mileage Claim	£ 10.44	£111 LGA 1972	
08/11/2024	Seymour Services	Events	Installation of Lamp Post Popples	£ 150.00	£137 LGA 1972	
08/11/2024	Sharp Business Systems UK PLC	Supplies and Services	Photocopier charges 18/06/2024 - 21/10/2024	£ 165.31	£111 LGA 1972	
08/11/2024	Mrs V Gorley	Events	Re-imbursment for coffee for Remembrance Sunday	£ 5.00	£137 LGA 1972	
08/11/2024	Mrs V Gorley	Events	Re-imbursment for tea, sugar, milk, cakes and biscuits for Remembrance Sunday	£ 24.69	£137 LGA 1972	
10/11/2024	Mrs V Gorley	Events	Re-imbursment for rope for tying round wreaths at cenotaph	£ 7.00	£137 LGA 1972	
16/11/2024	Bauer Radio Limited	Events	Greatest Hits Radio (Cumbria) - Christmas Lights Switch On	£ 2,940.00	£144 LGA 1972	
16/11/2024	The Bread and Butter Theatre Co	Events	Christmas Switch On Street Entertainers	£ 876.00	£144 LGA 1972	
18/11/2024	Lee Adams	Events	Christmas Lights Switch On Performance	£ 180.00	£144 LGA 1972	
21/11/2024	G & A M Lawson Ltd	Events	Generator Hire and Fuel Re-charge	£ 198.65	£144 LGA 1972	

£ 11,052.27

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2024

APPENDIX 2

Date	Ref	Payee	Unpresented cheques as of 31.03.24	Employees/ Allowances	Premises	Supplies/ Services	3rd Party	Grants	Allotmts	Ground Maint	Civic Hospitality	Ranger/SO	W.I.B	Ward Grants	Elections	Environmental Improvements	Events	Contingencies	Reserves	Net Total	VAT	Total	Min. Ref.
April-2024			£ 18,000.00																	£ 18,000.00		£ 18,000.00	carried f/wd
1	02.04.2024	1193 Cumberland Council				2391.33														£ 2,391.83		£ 2,391.83	2493/24
2	02.04.2024	1194 Cumberland Council				12100.75														£ 12,100.75		£ 12,100.75	2493/24
3	02.04.2024	DD Northern Trust Company Ltd				767.57														£ 767.57	£ 153.51	£ 921.08	Contract
4	03.04.2024	DD Water Plus								10.08										£ 10.08		£ 10.08	Contract
5	15.04.2024	DD Crown Gas & Power				554.70														£ 554.70	£ 110.94	£ 665.64	Contract
	15.04.2024	BACS Cumbria LGPS		794.04																£ 794.04		£ 794.04	631/17 (ii)
	15.04.2024	BACS Staff		5508.78																£ 5,508.78		£ 5,508.78	2423/23
	15.04.2024	BACS HMRC		2253.01										800.00						£ 2,253.01		£ 2,253.01	HMRC
6	17.04.2024	1195 J & R Bennett																		£ 800.00	£ 160.00	£ 960.00	2432/24
7	19.04.2024	DD BT Group				141.74														£ 141.74	£ 28.34	£ 170.05	Contract
8	19.04.2024	DD Bryt Energy				159.30														£ 159.80	£ 7.99	£ 167.79	Contract
9	24.04.2024	DD Water Plus				41.53														£ 41.53	£ 1.34	£ 42.87	Contract
10	26.04.2024	BACS Bullfinch (Gas Equipment)								59.80										£ 549.00		£ 549.00	2391/23
11	29.04.2024	DD Water Plus																		£ 59.80		£ 59.80	Contract
12	29.04.2024	BACS Starboard Systems Limited				1197.00														£ 1,197.00	£ 239.40	£ 1,436.40	2499/24 (i)
13	29.04.2023	BACS Edin Springs UK Ltd				8.20														£ 8.20	£ 1.64	£ 9.84	2499/24 (i)
14	29.04.2024	BACS Mr C J Hayes		58.99																£ 58.99		£ 58.99	2499/24 (i)
15	29.04.2024	BACS Arlorscape							308.00											£ 308.00	£ 61.60	£ 369.60	2499/24 (i)
16	29.04.2024	BACS Mrs V Gorley				3727.48				5.60										£ 5.60		£ 5.60	2499/24 (i)
17	29.04.2024	BACS Zurich Municipal				2123.24														£ 3,727.48		£ 3,727.48	2499/24 (i)
18	29.04.2024	BACS CA_C				25.00														£ 2,123.24		£ 2,123.24	2499/24 (i)
19	29.04.2024	BACS Sharp Business Systems UK PLC																		£ 25.00	£ 5.00	£ 30.00	2499/24 (i)
20	29.04.2024	BACS Mr C J Hayes		56.70																£ 56.70		£ 56.70	2499/24 (i)
21	29.04.2024	BACS Mrs V Gorley																		£ 14.35		£ 14.35	2499/24 (i)
22	29.04.2024	BACS Mrs V Gorley																		£ 6.49		£ 6.49	2499/24 (i)
23	29.04.2024	BACS Viking				29.85														£ 29.85	£ 5.97	£ 35.82	2499/24 (i)
24	30.04.2024	DD Water Plus								10.69										£ 10.69		£ 10.69	Contract
25	30.04.2024	BACS Cumberland Council																		£ 3,308.23	£ 661.65	£ 3,969.88	2499/24 (i)
26	30.04.2024	BACS Rosehill Youth Theatre			105.30															£ 105.00		£ 105.00	2499/24 (i)
27	30.04.2024	BACS Mr C J Hayes		20.00																£ 20.00		£ 20.00	2499/24 (i)
28	30.04.2024	BACS Whitehaven Community Trust						1000.00												£ 1,000.00		£ 1,000.00	Grant
29	30.04.2024	BACS 1st Hensingham Scouts Group						1000.00												£ 1,000.00		£ 1,000.00	Grant
30	30.04.2024	BACS Whitehaven Theatre of Youth						1000.00												£ 1,000.00		£ 1,000.00	Grant
31	30.04.2024	BACS Hensingham Peoples Action Group												220.00						£ 220.00		£ 220.00	Ward Grant
May-2024																				£ 767.57	£ 153.51	£ 921.08	Contract
32	01.05.2024	DD Northern Trust Company Ltd				767.57														£ 1,600.00	£ 320.00	£ 1,920.00	2501/24
33	08.05.2024	BACS Big Foot Events Ltd																		£ 5,508.37		£ 5,508.37	2423/23
	15.05.2024	BACS Staff		5508.37																£ 2,253.42		£ 2,253.42	HMRC
	15.05.2024	BACS HMRC		2253.42																£ 794.04		£ 794.04	631/17 (ii)
	15.05.2024	BACS Cumbria LGPS				794.04														£ 794.04	£ 99.55	£ 893.59	Contract
34	17.05.2024	DD Crown Gas & Power				497.78														£ 147.98	£ 7.40	£ 155.38	Contract
35	20.05.2024	DD Bryt Energy				147.98														£ 138.72	£ 27.74	£ 166.46	Contract
36	20.05.2024	DD BT Group					138.72													£ 8.20	£ 1.64	£ 9.84	2517/24 (i)
37	21.05.2024	BACS Edin Springs UK Ltd				8.20														£ 70.00	£ 14.00	£ 84.00	2517/24 (i)
38	21.05.2024	BACS Cumberland Council				70.30														£ 39.00		£ 39.00	2517/24 (i)
39	21.05.2024	BACS Cumberland Council				39.30														£ 228.44	£ 45.69	£ 274.13	2517/24 (i)
40	21.05.2024	BACS Newsquest Media Group				228.44														£ 300.00	£ 60.00	£ 360.00	2517/24 (i)
41	21.05.2024	BACS Derwent Recycling Services Ltd							300.00											£ 300.00	£ 60.00	£ 360.00	2517/24 (i)
42	21.05.2024	BACS Derwent Recycling Services Ltd							300.00											£ 300.00	£ 60.00	£ 360.00	2517/24 (i)
43	21.05.2024	BACS Derwent Recycling Services Ltd							300.00											£ 300.00	£ 60.00	£ 360.00	2517/24 (i)
44	21.05.2024	BACS Derwent Recycling Services Ltd							300.00											£ 4,072.50	£ 814.50	£ 4,887.00	2517/24 (i)
45	21.05.2024	BACS Arlorscape								50.00										£ 50.00	£ 10.00	£ 60.00	2517/24 (i)
46	21.05.2024	BACS Arlorscape								60.00										£ 60.00	£ 12.00	£ 72.00	2517/24 (i)
47	21.05.2024	BACS Arlorscape								549.00										£ 549.00	£ 109.80	£ 658.80	2517/24 (i)
48	21.05.2024	BACS Arlorscape								300.00										£ 300.00		£ 300.00	2517/24 (i)
49	21.05.2024	BACS Mrs J Hartley					300.00													£ 4.95		£ 4.95	2517/24 (i)
50	21.05.2024	BACS Mrs V Gorley		4.95																£ 140.08	£ 28.02	£ 168.10	2517/24 (i)
51	21.05.2024	BACS Sharp Business Systems UK PLC				140.08														£ 20.00	£ 4.00	£ 24.00	2517/27 (i)
52	21.05.2024	BACS POD (North West) Ltd				20.00														£ 42.43	£ 1.31	£ 43.74	Contract
53	24.05.2024	DD Water Plus				42.43														£ 60.45		£ 60.45	Contract
54	28.05.2024	DD Water Plus								60.45										£ 10.71		£ 10.71	Contract
55	30.05.2024	DD Water Plus								10.71													Contract
June-2024																				£ 767.57	£ 153.51	£ 921.08	Contract
56	01.06.2024	DD Northern Trust Company Ltd				767.57														£ 4,200.00	£ 840.00	£ 5,040.00	2336/23
57	03.06.2024	BACS Esby Orwell Ltd					4200.00													£ 108.33	£ 21.67	£ 130.00	2371/23
58	03.06.2024	BACS GHH Whitehaven Ltd																					

INCOME 2024-2025

Date	Item	Precept	Interest	Other
02.04.2024	Allotment Rents			1320.00
02.04.2024	Allotment Rents			2110.00
15.04.2024	Allotment Rents			747.00
22.04.2024	Precept 2024/2025	493963.00		
26.04.2024	Allotment Rents			300.00
14.05.2024	VAT Refund - March and April			8243.68
16.05.2024	Allotment Rents			180.00
14.06.2024	VAT Refund - May			1889.16
18.06.2024	Mrs V Gorley - overpaid salary returned			79.40
25.06.2024	Allotment Rents			96.00
04.07.2024	VAT Refund - June			4027.06
16.07.2024	Allotment Rents			15.00
17.07.2024	Sellafield - Science Show Sponsorship			5000.00
08.08.2024	NNDR Refund			3050.05
13.08.2024	VAT Refund - July			6604.51
19.08.2024	Allotment Rents			88.50
16.09.2024	VAT Refund - August			7351.12
10.10.2024	VAT Refund - September			18336.73
06.11.2024	VAT Refund - October			8264.70
08.11.2024	Adjustment - Deposit Account			92.97

493963.00	0.00	67795.88	561758.88
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**WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
FINANCIAL YEAR 2024-2025**

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

BANK BALANCES BROUGHT FORWARD

CBS 53905917 (01.04.2024)	216,412.16
CBS 53906216 (01.04.2024)	633,024.86
TOTAL OPENING BALANCE	£ 849,437.02

INCOME:

Precept	493,963.00
Interest (Deposit)	
Other income	67,795.88
TOTAL INCOME	£ 561,758.88

EXPENDITURE

Unpresented cheques b/fwd from 2022/2023	18000.00
Employees & Allowances	71038.30
Premises	25998.80
Supplies/Services	15559.24
3rd Party	15391.59
Grants	6997.20
Allotments	5476.73
Ground Maintenance	0.00
Civic Hospitality	0.00
Ranger	29795.73
Whitehaven In Bloom	6567.10
Ward Grants	6953.34
Elections	0.00
Environmental Improvements	0.00
Events	35801.12
Contingencies	0.00
Reserves	142217.76
VAT (to be reclaimed)	49467.64
TOTAL EXPENDITURE	£ 430,127.35

CASH BOOK BALANCE

Brought forward	£ 849,437.02
Income	£ 561,758.88
Expenditure	£ 430,127.35
Town Council Funds	£ 981,068.55

BANK BALANCES

CBS 53905917 (19/11/2024)	251,368.48
CBS 53906216 (09/11/2024)	729,700.07
	£ 981,068.55

Less Unpresented Cheques -

FINANCIAL POSITION

£ 981,068.55

CHRISTMAS LIGHTS 2025/2026

Purpose of the Report and Recommendation

To inform Members of a quote received for the erection, maintenance dismantling and repair of the Christmas Lights for 2025/2026 and to consider whether to suspend Financial Regulations in order that the quote be accepted and to consider the risks and recommendations at 2.1.

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is a quote for the erection, maintenance, dismantling and repair of the Christmas Lights for 2025/2026 from Cumberland Council Highways Lighting Department. The quote is for £24,500.00 + VAT. This is the same price as last year.
- 1.2 The lights are currently stored at the unit on Sneckyeat Industrial Estate. CC Highways Lighting Department has erected, maintained, dismantled, and repaired the Christmas lights for the past few years.

In order for the lights to be erected, maintained, dismantled, and repaired by the Council's preferred supplier the Council will have to consider suspending Financial Regulation 5 to permit this. In order to suspend Financial Regulation 5, Financial Regulation 19 states that "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to members of the Council".

- 1.3 The reasons for suspension are as follows:

- CC is a trusted and efficient contractor;
- It is a value for money, quality service;
- All faults reported are rectified as soon as possible – usually if reported during a working day they are repaired that day and certainly within 24 hours;
- All required highway permissions to carry out works on the highway are submitted by CC on the Council's behalf;
- CC has insurance, risk assessments and method statements for all work carried out using trained operatives;
- CC has all necessary machinery and equipment to carry out the work;
- CC erects and dismantles the Christmas lights during early morning at weekends so as to cause minimal disturbance to traffic;
- CC completes the seasonal illuminations inventory unmetered supplies giving the location, type of lighting, number of hours in use, total number of lamps and the wattage per lamp and switch on and switch off date for submission to Electricity North West so that electricity charges can be calculated.

Risks:

- There is a risk that the work could be done cheaper by another contractor but it is a very small risk.

2.0 RECOMMENDATION

- 2.1 It is recommended that the Council considers making a resolution to suspend the Financial Regulation 5 to allow CC to erect, maintain, dismantle, and repair the Christmas lights and if making the resolution
- 2.2 Agree to the reasons for the suspension which will be recorded and that the assessment above of the risks provided be accepted and approved, so that CC can undertake the work at a cost of £24,500.00 + VAT.



**Cumberland
Council**

**Highways Depot
Joseph Noble Road Lillyhall
Workington
Cumbria CA14 4JH
0300 373 3736
cumberland.gov.uk**

Date: 12th November 2024
Your reference

Our reference: BF/05

Dear Marlene

QUOTATION FOR WORKS REQUESTED

Install and Maintenance + Removal of Christmas lighting Whitehaven.

Thank you for your enquiry.

Please find enclosed a quotation to Install and Maintenance + Removal of Christmas lighting Whitehaven £24,500.00.

CC Will have a 24-hour call outs to be charged at time +15%.

All Materials to be charged at cost + 15%.

This does not include VAT on any costs.

All fixings and wires will be visually checked on installation of the lights and Cumberland Council cannot be held responsible if they fail or break.

This quotation is valid from 12th November for six months, if the work is not requested within this timescale another quote must be sought prior to works commencing.

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely

Barry Foster
Area Lighting Supervisor
D 07919 544239

QUOTE RECEIVED FOR THE ERECTION/DISMANTLING OF BUNTING

Purpose of the Report

To inform Members of a quote received from Cumberland Council for the erection and dismantling of bunting and to consider whether to suspend Financial Regulations in order that the quote be accepted and to consider the risks and recommendations at 1.2 and 2.2.

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is a quote received from Cumberland Council for the erection and dismantling of bunting throughout the town centre. It is for £4,446.91 + VAT and is the same price as last year. The bunting will be erected in April/May in preparation for organised events including the 80th Anniversary of the VE-Day and will be taken down in September/October.

Cumberland Council's Highways Lighting Department has erected, maintained, and repaired the infrastructure for the past 5 years.

For the bunting to be erected by the Council's preferred supplier the Council will have to consider suspending Financial Regulation 5 to permit this. In order to suspend Financial Regulation 5, Financial Regulation 19 states the "The Council may by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to members of the Council".

- 1.2 The reasons for the suspension are as follows:

- CC is a trusted and efficient customer;

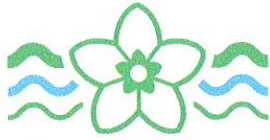
- It is a value for money, quality service;
- All problems reported are rectified as soon as possible – usually if reported during a working day they are dealt with that day and certainly within 24 hours;
- CC has all necessary equipment and machinery to carry out the work;
- All required highways permission to carry out works on the highway are submitted by CC on the Council's behalf;
- CC has insurance, risk assessments and method statements for all work carried out using trained staff;
- CC will erect the bunting at weekends or in the evening/early morning to cause minimum disturbance to traffic.

The Risks for the above are:

- There is a risk that the work could be done cheaper by another Contractor but it is a very small risk.

2.0 RECOMMENDATION

- 2.1 That the Council considers making a resolution to suspend the Financial Regulation 5 to allow CC to erect and dismantle the bunting and if making the resolution;
- 2.2 Agree to the reasons for the suspension which will be recorded and that the assessment above of the risks provided be accepted and approved so that CC can undertake the work at a cost of £4,446.91 + VAT.



**Cumberland
Council**

**Highways Depot
Joseph Noble Road Lillyhall
Workington
Cumbria CA14 4JH
0300 373 3736
cumberland.gov.uk**

Date: 12th November 2024
Your reference

Our reference: BF/04

Dear Marlene

QUOTATION FOR WORKS REQUESTED

Installation & Maintenance of Bunting in Whitehaven

Thank you for your enquiry.

Please find enclosed a quotation for the installation and Maintenance of Bunting in the Town Centre of Whitehaven **£4,446.91**

Any 24-hour call outs to be charged at time + 15%.

This does not include VAT on any costs.

This quotation is valid from 12th November 2024 for six months, if the work is not requested within this timescale another quote must be sought prior to works commencing.

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely

Barry Foster
Area Lighting Supervisor
D 07919 544239

CHRISTMAS CLOSING

Purpose of the Report and Recommendation

To consider Christmas closing for the Council.

1.0 INTRODUCTION

- 1.1 The Council's Office is normally closed between Christmas and New Year. However this year the offices are closed as they are in the process of being renovated and staff work Monday and Tuesday mornings in St Nicholas Church, in the storage unit and from home.
- 1.2 This year Christmas day is on Wednesday, Boxing Day on Thursday and New Year's day is on the following Wednesday
- 1.3 During Christmas/ New year people can make contact via the office telephone numbers and there is also an emergency telephone number. All these are on the Council's website

2.0 RECOMMENDATION

- 2.1 That the Council closes for business on Friday 20th December 2024 and re-opens on Monday 6th January 2025; or
- 2.2 That the Council closes for business on Friday 20th December 2024 and reopens on Thursday 2nd January 2025; or
- 2.3 That the Council closes at noon on Tuesday 24th December 2024 and reopens on Thursday 2nd January 2025