

MINUTES OF THE MEETING OF THE COCKERMOUTH TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBER, TOWN HALL, COCKERMOUTH ON WEDNESDAY  
15<sup>TH</sup> OCTOBER 2008 (7.00 P.M. TO 8.50 P.M.)

Present: Cllr Mrs I. Burns – Town Mayor/Chairman  
Cllrs. S.T. Coates, Mrs C.M. Jackson E.W. Nicholson,  
A. Smith, Mrs C. Smith, S. Standage, A. Tyson, Mrs M. Wood

2 Members of the Press  
1 Member of the public

Apologies: Cllrs. A. Kennon, W.D. Newton, L.G. Lytollis

Town Mayor's Announcements

The Town Mayor gave details of events she had attended since the last meeting including the interviews for the new Town Clerk, a Town Twinning Advisory Committee Meeting, the AGM of the Highfield Community Association, a Special Meeting at the Town Hall, a meeting with the Malcolm Wilson Rally organisers and the Presentation evening for the winners of the Garden and Allotment Competitions in town.

Minutes

Ref:M3

13485 RESOLVED

“that the Minutes of the Meeting of the Cokermouth Town Council held in the Council Chamber, Town Hall, Cokermouth on Wednesday 17<sup>th</sup> September 2008 be confirmed as a correct record and signed by the Chairman”.

Attendance by Police

There was no Police representative at the meeting and no report had been received.

Planning Applications

Ref:P3

13486 RESOLVED

a) “that the Council’s observations on the following planning applications to date be forwarded to the Chief Planning Officer”.

2/2008/0680 (Amendment)  
Mr P. Brown

Alterations to include 10 new apartments (2 no 1 bedroom & 8 no 2 bedroom), in place of existing nightclub on ground floor level and first floor level hotel bedrooms and conversion & alterations to the roof space to accommodate the upper level maisonettes at the Globe Hotel, Main Street, Cokermouth.

RECOMMEND APPROVAL

2/2008/0683 (Amendment)

Mr P. Brown

Listed Building Consent for alterations to include 10 new apartments (2 no 1 bedroom & 8 no 2 bedroom), in place of existing nightclub on ground floor level and first floor level hotel bedrooms and conversion & alterations to the roof space to accommodate the upper level maisonettes at the Globe Hotel, Main Street, Cockermouth.

RECOMMEND APPROVAL

2/2008/0790

Mr S. Denwood, 40 Fitz Road, Cockermouth.

First floor extension to dwelling at 40 Fitz Road, Cockermouth.

RECOMMEND APPROVAL

2/2008/0796

Mr S. Foster, Punch Taverns Ltd., per Martin Boyd Architectural Services, 56 Kirkbarrow, Kendal.

Listed Building Consent for a proposed retractable canopy at the Brown Cow Inn, 37 Main Street, Cockermouth.

RECOMMEND APPROVAL

2/2008/0800

Miss J. Banks, The Barn, Stricketts Court, Cockermouth.

Installation of a window at The Barn, Stricketts Court, Cockermouth.

RECOMMEND APPROVAL

2/2008/0802

Mr S. Foster, Punch Taverns Ltd., per Martin Boyd Architectural Services, 56 Kirkbarrow, Kendal.

Proposed retractable canopy at the Brown Cow Inn, 37 Main Street, Cockermouth.

RECOMMEND APPROVAL

2/2008/0822

Mr S. Eckett, per Red Raven Design Ltd., 8 Cocktons Yard, Cockermouth.

Replace all windows and rear door with double glazed white UPVC to front and rear elevations at 17 South Street, Cockermouth.

RECOMMEND REFUSAL AS COUNCIL AGAINST UPVC IN A CONSERVATION AREA UNDER AN ARTICLE 4 DIRECTION

2/2008/9019 (County Matter)

Ms Joan Ellis, Cockermouth School, Castlegate Drive, Cockermouth.

Installation of radio mast on roof at Cockermouth School, Castlegate Drive, Cockermouth.

RECOMMEND APPROVAL

- b) that the various notifications of planning decisions as received from the Borough Council be noted
- c) that the Council recommend refusal of the application by Impact Housing Association for the removal of a tree (with replacement on completion of building works) on land at Bitter Beck Car Park, Cockermouth as it is considered its removal would detract from the visual amenity of the car park and it is considered to be unnecessary
- d) that the notifications of decisions concerning tree works and Tree Preservation Orders as received from the Borough Council be received and noted
- e) it be noted Mr & Mrs Clack had appealed against a Tree Preservation Order decision to carry out works on protected tree(s) at Oak Tree House, 8 The Parklands, Cockermouth and the Clerk inform the Inspector of the Council's comments when this matter was considered as part of the normal consultation procedure with the Borough Council
- f) it be noted the Borough Council had confirmed that in connection with the unauthorised sign erected at the 'Bet Direct' shop on Main Street a planning application would be submitted for the retention of the sign within the next week
- g) it be noted the Borough Council had confirmed that regarding the sign at the Computer Shop in Station Street their appeal had been allowed and in this connection the Clerk ask the Director of Corporate Services to write to the Inspector enquiring as to why the appeal had been allowed when the sign did not fall within the guidelines of the newly adopted Conservation Area Design Guide
- h) that the letter dated 30<sup>th</sup> September 2008 from Mr & Mrs Chandler of 3 Culgarth Avenue objecting to the application for the proposed erection of a garage at 4 Culgarth Avenue be received and it be noted the Clerk had informed them this matter had been considered by the Council at the last meeting with no objection raised to the application

- i) it be noted Mr R. Hayward had appealed against the refusal to grant Listed Building Consent for alterations to front elevation of existing office at Hayward Associates, Kirkgate Corner, Market Place, Cockermouth and the Clerk inform the Inspector of the Council's comments when this matter was considered as part of the normal consultation procedure with the Borough Council".

Cumbria Association of Local Councils

Ref:A2

13487 RESOLVED

- a) "it be noted the Annual General Meeting of CALC was being held on Saturday 8<sup>th</sup> November 2008 when Cllr. A. Smith would be in attendance and would act as the Council's representative and report back on any relevant matters in due course
- b) it be noted the Clerk had received some copies of the new guide relating to the Quality Parish Scheme and it be agreed this matter be considered again early in the new year
- c) that the information received from CALC in connection with employing a Parish Steward be received and noted and it be further noted no member had submitted any relevant items to be brought to the attention of the Highway Steward on his next visit to Cockermouth
- d) that correspondence received from CALC in connection with Parish Council Trends in Cumbria 2001-2008 be received and noted
- e) that the various forthcoming CALC organised tutorials and training seminars be noted and details passed to the new Clerk to attend where possible
- f) that the CALC Circular dated October 2008 be received and the Clerk's comments noted on the article relating to The Budgeting Process
- g) that correspondence received from CALC relating to the preparation of a new Publication Scheme under the Freedom of Information Act which needs to be adopted by Councils by 31<sup>st</sup> December 2008 be received and noted and the matter dealt with by the new Clerk
- h) that details of dates and venues for the various planning seminars organised by CALC throughout Cumbria be received and noted".

Insurances – Town Hall

Ref:I1

13488 RESOLVED

- "that the Renewal Notice from Zurich in respect of the insurance for the Town Hall in the sum of £4,091.29 inclusive of 5% insurance tax and VAT representing a 5.47% increase over last year be received, noted and accepted"

Proposed Changes to Zurich Financial Services Group Structure

Ref:I1

13489 RESOLVED

“that the letter dated September 2008 from Zurich Insurance Company detailing proposed changes to the Zurich Financial services Group’s structure be received and the proposals noted”.

The Making and Enforcement of Byelaws – Consultation Paper

Ref:M4

13490 RESOLVED

“that consultation paper relating to the making and enforcement of byelaws as received from the Department for Communities and Local Government be received”.

Cumbria County Council Pension Scheme Actuarial Valuation 2007

Ref:S6

13491 RESOLVED

that the Actuarial Valuation report as at 31<sup>st</sup> March 2007 of the Cumbria Local Government Pension Scheme be received and the Town Council contributions to the Employers Scheme, as previously agreed at 15.8% in 2008/09, 17% in 2009/10 and 18.2% in 2010/11 be noted”.

Allerdale Borough Council Corporate Improvement Plan 2008/11

Ref:P3

13492 RESOLVED

“that the Allerdale Borough Council Corporate Improvement Plan 2008/11 be received”.

Chestnut Tree, Kirkgate

Ref:R4

13493 RESOLVED

- a) “that the further e-mail dated 3<sup>rd</sup> October from Neville Elstone indicating that as the tree is growing in a Conservation Area it has similar protection to that offered by a Tree Preservation Order and the Borough Council are therefore almost obliged to enforce the planting of a replacement tree be received and noted
- b) that the letter dated 3<sup>rd</sup> October 2008 from the Cockermouth and District Civic Trust indicating the loss of the tree would impact dramatically on the visual amenity of the street and they consider it should be replaced if it cannot be saved be received and it be noted the Trust would be prepared to make a donation towards the funding of a replacement tree of sufficient size and quality and their offer accepted with thanks
- c) that it be noted a reply was still awaited from the County concerning a joint meeting in connection with this matter and the Clerk chase it up and draw their attention to the Civic Trust’s letter”.

Wordsworth Bust Statue

Ref:W1

13494 RESOLVED

“that the letter dated 2<sup>nd</sup> October 2008 from Mark Laidlow of Dale View requesting permission to make a moulding of the William Wordsworth Bust to enable him to carve a copy of the statue for his own enjoyment only and for no financial gain or public

display be received, noted and no objection raised thereto subject to him accepting total liability for any damage which may occur to the statue”.

Land Adjacent to 25 Dalton Street

Ref:P6

13495 RESOLVED

“it be noted Home Housing had now confirmed that the area of land adjacent to 25 Dalton Street where extensive tree works had recently been carried out was not in their ownership but owned by the owner of 27 Dalton Street”.

Bus Shelters

Ref:M4

13496 RESOLVED

- a) “that the letter dated 13<sup>th</sup> September 2008 from the Cockermouth and District Civic Trust concerning the possible provision of bus shelters in town and indicating they were supportive of the Council’s view that they would be in appropriate on the Main Street be received and noted and they be also informed the Council is not in favour of bus stops/shelters being provided on South Street as they feel too much congestion would result
- b) that Cllr. Nicholson’s comment that if bus shelters were to be provided the Town Council would have to take on responsibility for their future maintenance be also noted”.

The North West of England Plan Regional Spatial Strategy to 2021

Ref:P3

13497 RESOLVED

“that the correspondence received from the Government Office for the North West indicating the Regional Spatial Strategy for the North West of England had now been published be received and noted”.

All Saints Church Walk

Ref:R4

13498 RESOLVED

“that the e-mail dated 29<sup>th</sup> September 2008 from the County Council indicating All Saints Church Walk is an adopted highway maintained at public expense and a bollard to the lane would require an official stopping up order to be implemented which was a drawn out exercise involving consultation with all interested parties and which would become difficult to progress should any objections be forthcoming be received and noted and the Clerk write to the Museum Group enquiring if they can produce any old photographs of the bollard which used to be in place which could be used to support an application for its re-installation”.

Len Roope’s Paintings

Ref:M4

13499 RESOLVED

“that the Clerk’s verbal report the Museum Group had indicated they would be pleased to receive the collection of the late Len Roope’s paintings offered by Mr & Mrs Krikkis of Denmark be received and noted and the Clerk now write to Mr & Mrs Krikkis about the matter”.

Allerdale Association Annual General Meeting – Thursday 16<sup>th</sup> October

Ref:A2

13500 RESOLVED

“it be noted the AGM of the Allerdale Association would be held on Thursday 16<sup>th</sup> October at 7.00 p.m. in The Wave, Maryport and that Cllr. A. Smith would be in attendance and would act as the Council’s representative”.

Cockermouth & District Neighbourhood Forum Meeting

Ref:M4

13501 RESOLVED

“that the invitation to attend a meeting of the Cockermouth & District Neighbourhood Forum being held on Tuesday 21<sup>st</sup> October 2008 at 7 p.m. in the Lorton Street Methodist Church when updates would be given on the plans for developing Cockermouth Hospital, the Allerdale Borough Council Corporate Improvement Plan and the Children’s Centre Development be received and noted”.

Annual Report & Accounts 2007/08 – Solway Arts Society

Ref:M4

13502 RESOLVED

“that the Annual Report and Accounts of the Solway Arts Society for 2007/08 be received and Cllr. Standage’s comment drawing the attention of Borough Councillors to the fact that the Borough Council was reducing its financial support to the Society which was detrimental to them be noted”.

Keswick Flood Issues & Thirlmere Reservoir Flood Alleviation Policy

Ref:M4

13503 RESOLVED

“that the correspondence received from residents of the High Hill area in Keswick seeking the support of the Town Council in connection with a permanent Thirlmere Reservoir Flood Alleviation Policy be received, noted and they be informed the Council will give any support it can to the project”.

Fireworks Display

Ref:I2

13504 RESOLVED

“that the letter dated 7<sup>th</sup> October 2008 from Mitchells Auction Company Ltd concerning the decision to cancel this year’s town fireworks display be received and the comments noted”.

PARCS Activities 2008

Ref:G1

13505 RESOLVED

“that the letter dated 13<sup>th</sup> October 2008 from the Borough Council concerning the success of their Summer PARCS activities in 2008 be received and it be noted 38 sessions had taken place with over 658 attendances over the four weeks and the busiest sites this year had been Seaton, Silloth, Cockermouth and Workington who all had over 30 at some of the sessions”.

Hearing the World – Cockermouth School

Ref:M4

13506 RESOLVED

“that the invitation from Cockermouth School to attend a ‘Hearing the World’ event at the Mike Wilde Eco Centre at Cockermouth School on Monday 20<sup>th</sup> October 2008 at 7 p.m. be received and noted”.

Banking Crisis

Ref:M4

13507 RESOLVED

“that correspondence circulated by CALC and issued by NALC on the banking crisis concerning protection for local authorities be received and noted”.

Greenway

Ref:R4

13508 RESOLVED

“that the e-mail received from Dianne Moyes detailing the most up to date information she had concerning damage to the mosaic on the Greenway be received and noted and further contact awaited”.

Victoria Hall

Ref:V2

13509 RESOLVED

- a) “that the Clerk’s report giving details of advance bookings in the Hall for the month of November 2008 be received and noted
- b) that in response to the request from the Cockermouth Partnership for grant aid to cover the cost of Victoria Hall hire on 22<sup>nd</sup> and 29<sup>th</sup> November and 6<sup>th</sup> December for a lantern making workshop in connection with the official opening of Market Place a donation of £50 be agreed”.

Tourism and Publicity

Ref:T2

13510 RESOLVED

- a) “that the Clerk’s report giving details inter alia of Tourist Information Centre statistics for the month of September 2008, exhibitions in the Tourist Information Centre, special thanks due to Rachel Habgood for organising the Twinning Exhibition, a thankyou card received from pupils of Ashfield Infants School following a recent visit to the Centre and finally indicating Emma Dutton had replaced Beth Riley as the student in the Tourist Information Centre
- b) that the e-mail dated 10<sup>th</sup> October 2008 from a Mr Johnson of 85 The Parklands concerning the situation of the Tourist Information Centre and expressing the view a more central location would be more suitable be received and it be noted the Clerk had sent a suitable reply”.

Town Twinning/Europe Matters

Ref:T8

13511 RESOLVED

- a) “that the Minutes of the meeting of the Town Twinning Advisory Committee held on

Monday 29<sup>th</sup> September 2008 be received and noted

- b) that the Clerk's report on arrangements to date in respect of the 25<sup>th</sup> Twinning Anniversary taking place in town between 26<sup>th</sup> October and 1<sup>st</sup> November and indicating inter alia he had again been chasing up Capita in connection with improvements to existing signs at the entrances to town which would hopefully be carried out, seeking a volunteer to put up the blue twinning banners on Main Street and finally indicating he been chasing up the Borough Council concerning setting out the flower bed on Lamplugh Road appropriately as promised earlier in the year be received and noted
- c) that copies of the official brochure for the 25<sup>th</sup> Twinning Anniversary as prepared by the Clerk be received and it be noted grateful thanks were due to John Unsworth in connection with translation work he had carried out and also to the Revs Chris & Margaret Goddard for their help concerning the Ecumenical Church Service
- d) it be noted the Clerk had sent our souvenir brochures to all interested parties and press agencies".

Memorial Gardens

Ref:M1

13512 RESOLVED

- a) "that the Clerk's report indicating instructions had been given to the Council's contractor to remove the picnic table as agreed at the last meeting, that concerning works in connection with the removal of gravel from the river these had not yet commenced, probably due to the river being too high, that the Environment Agency had confirmed all necessary permission had been obtained by them and that the works would be covered by full risk assessments and relevant method statements and finally confirming the field would be reinstated to the full satisfaction of all parties be received and noted
- b) that Cllr. Standage's report the dog bins required at the Memorial Gardens would hopefully be replaced shortly be received and noted
- c) that the e-mail dated 13<sup>th</sup> October 2008 from Mrs Page of Derwentside Gardens concerning a branch which had fallen from Council owned trees into her garden and expressing her concerns on safety grounds be received and noted together with the Clerk's report he had asked the contractors, on attending the property to remove the branch, for their opinion on the trees in question when they had indicated they were in need some topping/thinning/pruning works and in this connection the Clerk ask the Council's contractor for an Arboriculturist's report for consideration at a future meeting of the Council
- d) that the letter dated 14<sup>th</sup> October 2008 from Philip Hartley giving quotations for refurbishment of further seats be received, noted and he be requested to continue with the refurbishment works at the varying prices set out in his letter and as outlined by the Clerk".

Memorial Gardens Play Area

Ref:M1

13513 RESOLVED

- a) "that the Clerk's report on progress to date as far as the play area upgrading was concerned

and indicating the money received by Allerdale from the Big Lottery Fund would be paid over when the Council was ready to settle the invoice for the works be received and noted

- b) it be agreed the Play Area be officially opened by the Mayor at 9.30 a.m. on Monday 27<sup>th</sup> October 2008 when daffodils will also be planted in the area as part of the Twinning Anniversary
- c) it be noted the Clerk had written to all primary schools informing them of the opening of the play area and in the meantime the police had been asked to actively patrol the area in view of the continuing presence of youths illegally entering the play area before it is finished”.

Tarn Close

Ref:P6 (TC)

13514 RESOLVED

“that the Clerk’s report indicating Cockermouth Titans had now cancelled the proposed reception on Friday 17<sup>th</sup> October and would contact the Council in the future concerning a date more suitable for them”.

Tarn Close Depot

Ref:T7

13515 RESOLVED

“that the Clerk’s report indicating the second instalment of the 2008/9 rent was due at the beginning of November and a cheque was therefore included in this month’s accounts be received and noted”.

Town Hall

Ref:T5

13516 RESOLVED

- a) “that the Clerk’s report indicating Simon Cain had carried out some roof repairs and would be returning to finish works to the windows shortly be received and noted
- b) that the Clerk’s report indicating painting works had been completed by T & J Collins to the upstairs front office, the downstairs kitchen and other miscellaneous patching works including works in the Mayor’s Parlour in the original contract sum of £1,550 plus VAT be received and noted and it be agreed that as the cost of the additional patching works was estimated to be equivalent to the amount included in the original quotation for painting of the external downstairs toilet, the works of which were being held over until water infiltration had stopped and the place dried out, this cost be substituted for the toilet works for which a new price would be sought at a later date
- c) that the Clerk’s report new telephone lines had been installed in the upstairs front office on 1<sup>st</sup> October and two new desks had been purchased from Viking Direct at a cost of £399.34 including VAT and these costs were included in the accounts be received, noted and approved
- d) that it be noted an order had been placed for the new computer equipment and a date was awaited from Edge Designs as to when they would come up to install the new equipment which would probably be early in November

- e) that it be noted Cllr. Standage would also seek quotations for coving tape for affected parts of the corridor, council chamber etc and for painting in the foyer area
- f) that the quotations received from Canon UK in the sum of £1,554.19 plus VAT for a new black and white photocopier of a similar type to the existing machine and £2,620.48 for a colour copier be received and noted and the quotation for a black and white copier accepted and it be further noted the service charge per copy would only be 0.46 pence per copy”.

#### Christmas Illuminations

Ref:C1

13517 RESOLVED

- a) “that the Clerk’s report indicating all documentation requested had now been received from the contractor apart from the insurance documentation which would be forthcoming before he started work be received and noted
- b) that the Clerk’s report indicating inter alia some Councillors had been helping with checking and repairing equipment where necessary, that everything was now ready for erection but with regard to the snowflake features which had sections out, it was too late to send these back to LITE for repair so in this connection spare rope light, connectors and the like had been purchased and they were in the process of being repaired with the help of Cllr. Nicholson and Stephen Hannah
- c) it be further noted it had been necessary to purchase replacement lights for the large trees in Main Street/Market Place which had sections out and the cost of the new lights purchased to repair/replace existing to date was approximately £415 plus VAT with the cost of the replacement rope light etc for the snowflake features approximately £425 plus VAT
- d) it be noted Cllr. Mrs Wood had delivered appeal letters to local businesses and shops and donations to date totalled £215 as well as £275 received from Leslie Cleeland Ltd towards the cost of the Christmas advert
- e) it be noted BBC Radio Cumbria had indicated they would not be able to be involved in Switch On Day this year due to cuts in resources
- f) it be noted the County Council had indicated their fees in connection with the closing order for Main Street for Switch On Day in the sum of £280 were required to be paid in advance and this was included in the accounts and further that an account for the advertising costs in connection therewith would be forwarded in due course
- g) that the Clerk’s report it would be necessary for Councillors to check and ensure brackets were safe before the festoon cable was hung on them be received and noted”.

#### Cockermouth Festival

Ref:F2

13518 RESOLVED

that the Clerk’s report indicating Cllr. Alan Tyson had now completed the final accounts in respect of this year’s Festival which showed a final cost to the Council of £2,195 as against the £2,500 budgeted for be received and it be noted the Council owed Solway

Arts a balance of £575 which was included in the accounts”.

Meeting Dates

Ref:M4

13519 RESOLVED

“that the Clerk’s report with suggested meeting dates for 2009 be received, noted and agreed on bloc as follows”.

Wednesday 21<sup>st</sup> January 2009

Wednesday 18<sup>th</sup> February 2009

Wednesday 18<sup>th</sup> March 2009

Wednesday 15<sup>th</sup> April 2009

Monday 11<sup>th</sup> May 2009

Annual Town Meeting, Victoria Hall

Wednesday 13<sup>th</sup> May 2009

Annual Town Council Meeting

Wednesday 17<sup>th</sup> June 2009

Thursday 16<sup>th</sup> July 2009

Wednesday 19<sup>th</sup> August 2009

Wednesday 16<sup>th</sup> September 2009

Wednesday 21<sup>st</sup> October 2009

Thursday 19<sup>th</sup> November 2009

Wednesday 16<sup>th</sup> December 2009

Cockermouth Partnership

Ref:P10

13520 RESOLVED

- a) “that the letter dated 3<sup>rd</sup> October 2008 from Cockermouth Partnership giving details of the celebration to mark the completion of works in Market Place which would be taking place on 6<sup>th</sup> December 2008 be received and noted
- b) that the notes of the Working Group meeting held on 2<sup>nd</sup> October 2008 in connection with the Market Place celebrations be received and noted”.

The member of the public left the meeting at this point at 8.40 p.m.

Accounts for Payment

Ref:A3

13521 RESOLVED

“that accounts for payment amounting to £23,605.12 as set out in the Expenditure Journal be formally approved for payment and it be noted this included Town Hall decorating costs, Town Hall insurances and Town Hall cleaning charges for 2007/08”.

Internal Auditor’s Quarterly Report & Financial Budget Comparison

Ref:I1

13522 RESOLVED

- a) “that the Internal Auditor’s quarterly report for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2008 be received and it be noted there are no matters to bring to the Council’s attention and her comment that with the acquisition of new computers etc it would probably be appropriate for the new Town Clerk to compile a full inventory of all office furniture and equipment including that in Victoria Hall with invoices for the new equipment to be purchased appended to the Asset Register thus creating a historical record be noted and agreed

- b) that the Financial Budget Comparison for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2008 be received and noted
- c) that it be noted the Internal Auditor would carry out a further intermediate audit at the end of November as requested by the outgoing Clerk/ Responsible Financial Officer”.

Staffing Matters

Ref:S6

13523 RESOLVED

- a) that this matter be dealt with in Committee in view of it being a staffing matter

The members of the Press left the meeting at this point

- b) that the Minutes of the meeting held on 2<sup>nd</sup> October 2008 as prepared by the Mayor be received and approved subject to item 1 reading December/January in the third line and the words ‘or January’ being deleted from the end of the third line of item 2
- c) that the Clerk’s report Mrs Sheila Brown had now written back accepting the post of Town Clerk/Responsible Financial Officer from 12<sup>th</sup> November 2008 at a commencing salary at point 36 on the LC2 grade with progression through the grade subject to her achieving the CILCA qualification and the appointment being subject to a three month trial period be received and noted
- d) that the Clerk’s report he understood it had been agreed at the meeting on 2<sup>nd</sup> October that the offer of himself and the Secretary/Administrative Assistant to continue in their present roles from 31<sup>st</sup> October when their notices expire, until 11<sup>th</sup> November 2008 when they would officially retire on that date had been accepted together with an agreement they both carry on in an advisory capacity as and when required until 31<sup>st</sup> December 2008 with hours at their own discretion and at a fee equivalent to their present salary for the period be noted and confirmed together with agreement to the aforementioned fees payable in a one off payment in November”.

Chairman