

Workington Town Council

Town Hall, Oxford Street, Workington, CA14 2RS

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Website: www.workingtontowncouncil.gov.uk



Minutes of the Full Council meeting of Workington Town Council held on Thursday 28th November 2024 at 7pm in Allerdale House, Griffin Street, Workington, CA14 3YJ.

Cllr Mary Bainbridge	Present	Cllr Sean Melton	Absent*
Cllr Barbara Cannon	Present	Cllr John Mills	Present
Cllr Beth Dixon	Present	Cllr Patricia Poole	Present
Cllr David Farrar	Present	Cllr Denise Rollo	Present
Cllr Sue Fryer	Present	Cllr Mike Rollo	Present
Cllr Mark Fryer	Present	Cllr Neil Schofield	Present
Cllr Hilary Harrington	Present	Cllr Kate Schofield	Absent
Cllr Michael Heaslip	Present	Cllr Stephen Stoddart	Present
Cllr Allan Hodgson	Present	Cllr David Tennyson	Absent*
Cllr Bernadette Jones	Present	Cllr Lynda Williams	Present
Cllr Paul Larkin	Present	Cllr Ellie Wood	Present
Cllr Nath Martin	Absent	Cllr Joan Wright	Present
Cllr Susan Martin	Present		

In attendance: Chief Officer and 5 members of the public.

24.91 Absences: Absences notified prior to the meeting were noted from Cllrs Melton and Tennyson.

24.92 Declarations of Interest: Cllr Poole and Jones at agenda item 16a. Cllr Mark Fryer at agenda item 16d. Cllrs would not be required to leave the room for these agenda items.

24.93 Exclusion of Press and Public: None.

24.94 Public Participation: Council had been notified prior to the meeting that a member of the public wished to make a statement at agenda item 14, which would be permitted.

24.95 Minutes from previous meeting

Resolved: Council approved the minutes from the 9th October 2024 and affirmed them a true record.

24.96 Public Questions: None

24.97 Questions and Statements from members: None

24.98 Motions on Notice: None

24.99 Reports from Outside Bodies

- a) Council noted a report from The Mayor on the last meeting held by West Cumbria Site Stakeholder group.
- b) Council noted a report from Cllr Heaslip on the last meeting held by CALC.

24.100 Mayoral Engagements

Council noted the report for information.

Cllr Barbara Cannon arrived at 7.06pm.

24.101 Council Membership

Council welcomed Cllr John Mills to Workington Town Council, following an uncontested election.

Cllr John Mills was nominated to fill vacancies on the Environment Committee and Finance and General Purposes committees.

No objections.

Resolved: Cllr John Mills is a member of the Environment and F & GP committees.

24.102 Budget 2024 – 2025

Council noted the budget summary, reserves and income reports YTD.

24.103 Audit

Resolved: Council noted the interim half year report from the Internal Auditor covering the period of 1st April 2024 to 30th September 2024.

24.104 Annual Meeting and Mayor Making

Officers' recommendation to move the date to Wed 7th May was moved and seconded by Council.

Resolved: To confirm the date of the Annual Meeting and Mayor Making Ceremony on Wed 7th May at the Carnegie Theatre and Arts Centre.

The member of public spoke to give a statement that previous Mayor Making ceremonies had been held at the Theatre Royal and this venue was available on the original date set by Council.

Council noted the statement.

24.105 Committee Minutes

- a) Council noted the minutes from the Culture and Community committee meeting on 29th October 2024.
- b) Council noted the minutes from the Sustainable Development committee meeting on 30th October 2024.
- c) Council noted the minutes from the Environment committee meeting on 7th November 2024.
- d) Council noted the minutes from the Finance and General Purposes committee meeting on 18th November 2024.

24.106 Considerations from the Environment committee

Cllr Heaslip declared an interest in Workington RFC (Zebras).

- a) A funding request from St Patrick's school was considered by Council.
Vote FOR 18, vote against 0, abstain 1
No vote (DOI) 2

Resolved: Council approved funding for St Patrick's Catholic Primary School for £1,000 from the Environment committee's Green Grants budget line to create a new garden kitchen.

- b) A funding request from Workington RFC (Zebras) was considered by Council.
Vote FOR 20, vote against 0, abstain 0.
No vote (DOI) 1

Resolved: Council approved funding for Workington RFC (Zebras) for £750 for a new community defibrillator from the Environment committee's Streetscene budget line

- c) Council considered the one tender received for the floral displays within the town.

Resolved: Council approved to appoint the contractor of the tender with an estimated cost of £25,318 from the Environment committees 25-26 floral displays budget line.

- d) Council considered a report with regards to funding for a project proposed by the Lawn Tennis Association. The objective would be to install gated tennis courts in Vulcan Park, where they had previously been located. For the project to go ahead a contribution of £20,000 is required from WTC; budget allocation from the 2025/26 budget or a potential request from reserves if the funding requires payment before 31st March 2025.
Voted FOR 20, vote against 0, abstain 1.

Resolved: To proceed with the project and allocate £20,000 funding contribution to the project. Budget line or reserves request will be confirmed at a future council meeting.

24.107 Considerations from the Finance and General Purposes committee

- a) **Resolved:** To adopt the proposed internal controls policy.
- b) **Resolved:** To approve the Council's risk register.
- c) **Resolved:** To note the signed licence between Cumberland Council and WTC for land at Moorclose Park.
- d) **Resolved:** To note that pay uplifts for 2024/25 for staff have been agreed as part of the national pay award.

24.108 Budget 2025-2026

Council had received a draft budget for 2025/26. The budget was for consideration by Council; Cllrs were asked to feedback any amendments they may require or ask any questions they may have with regards to the budget content.

The final budget will be reviewed by the F & GP committee and Full Council again in January 2025 when the precept request will be approved.

Meeting ended at 7.37pm.



FULL COUNCIL	Agenda Item No. 8a
Meeting date: Wednesday 29 th January 2025	
From: Cllr David Farrar, Deputy Mayor	
Title: Motion	

Proposal to Change Meeting Times

Motion: I hereby move that Workington Town Council consider changing the time of future Full Council meetings from 7pm to 6pm.

Justification for motion:

Changing the time has the potential to increase participation; allow for greater attendance from members of the public, as well as from council members and officer availability.

As councillors will be aware, we are currently holding meetings of Full Council in Allerdale House. This building normally closes at 8pm, by changing the meeting start time, we will be able to accommodate meetings more effectively.

Cllr David Farrar
Deputy Mayor of Workington
January 2025



Council to note the report from The Mayor and Deputy Mayor:

Mayoral Engagements			
DATE	TIME	EVENT	VENUE
Saturday 23 rd November 2024	3pm	'The Ceremony of The Empty Chair'	Workington Masonic Hall, Gordon Street, Workington, CA14 2RT
Friday 29th November 2024	10am	World AIDS Day 2024	Workington Community Hospital, Park Road, Workington, CA12 2RW
Saturday 30th November 2024	11am	Christmas Festival and Light Switch On	Workington Town Centre
Sunday 1st December 2024	1:45pm	Church service to remember loved ones no longer with us	St Michael's Church, Falcon Place, Dora Crescent, Workington, CA14 2EZ
Saturday 7th December 2024	10am	Mayor's Charity Fundraising	Tesco
Monday 9th December 2024	10:45am	Residential gift drop off	Stanbeck Residential Care Home, 8 Stainburn Rd, Workington CA14 4EA
Monday 9th December 2024	from 10:30am	Holly bush deliveries	<ul style="list-style-type: none"> • Stainburn • Pow Street • St Micheal's Church
Wednesday 11th December 2024	10:30am	Carols in front of The Christmas Tree with school children	Town Hall, Oxford Street, CA14 2RS
Wednesday 25th December 2024	10am	Residential Visit	Amathea, Newlands Lane, Workington, CA14 3JG
Wednesday 25th December 2024	11am	Residential Visit	Rosecroft Residential Home, 47, Westfield Drive, Workington, CA14 5AR
Wednesday 25th December 2024	12pm	Residential Visit	Stilecroft Residential Home, Stainburn Road, Workington, CA14 1SS
Wednesday 25th December 2024	1pm	Residential Visit	Richmond Park Residential Care Home, High Street, Workington CA14 4ES

Wednesday 25th December 2024	2pm	Christmas in Company	St Mary's Westfield Community Centre, Salisbury Street, Workington, CA14 3TA
Monday 13th January 2025	10:30am	Ashfield Infants Non-Uniform Day – Mayor's Charity Fundraising	Ashfield Infant and Nursery School, Newlands Lane, Workington CA14 3JG
Tuesday 14th January 2025	10am	Youth Council Meeting	Helena Thompson Museum, Park End Road, Workington, Cumbria, CA14 4DE
Thursday 23rd January	5pm to 9pm	Public Consultation Drop In	Helena Thompson Museum, Park End Road, Workington, Cumbria, CA14 4DE
Friday 24th January	10am to 2pm	Public Consultation Drop In	Workington Library, Vulcans Lane, Workington CA14 2ND
Thursday 30th January	10am to 2pm	Public Consultation Drop In	High Harrington Community Centre; Crooklands, High Harrington, Workington; CA14 4NJ

Deputy Mayor Engagements

DATE	TIME	EVENT	VENUE
Wednesday 18th December 2024	10:30am	Residential Visit	East Croft Grange, 17, Scaw Road, Workington CA14 4LY
Wednesday 18th December 2024	11am	Residential Visit	Westwinds Residential Home, North Side Harrington, Workington CA14 5QW
Wednesday 29th January	10am	Monthly Ward Litter Pick	Harrington Marnia Play Area

Author
Siobhan Bridge
Senior Business Support

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Workington Town Council

Standing Committees of the Council

Delegations and Terms of Reference

The Council constitutes four standing committees:

1. Finance & General Purposes Committee
2. Culture & Community Committee
3. Environment Committee
4. Sustainable Development Committee

The Council may also from time to time constitute other committees in accordance with a resolution of the Council.

There shall be ten voting members of each standing committee. ~~constituted so far as is reasonably possible in accordance with the principle of proportionality amongst political groups where members form any such groups.~~

~~Accordingly, there shall be:~~

~~Seven Labour Group members and one Conservative Group member on each standing committee and two members who are not members of a political group on each standing committee provided that no member who is not in membership of a political group shall serve on more than two committees.~~

The Mayor and Deputy Mayor shall be ex officio, non-voting members of each standing committee.

The quorum of members of a standing committee shall be four.

Each standing committee shall meet in accordance with the timetable of meetings approved by Council, provided that a Chair may arrange additional meetings if business so requires.

General Provisions

Standing Committees shall

- a) have a Chair and Vice-chair appointed at the Annual Meeting of the Council, or in the event of a casual vacancy, at the next meeting of Council.
- b) comply with this constitution, the Code of Conduct, Standing Orders, and Financial Regulations.
- c) have the power to appoint sub-committees, advisory sub-committees and working groups.
- d) have the power to co-opt the attendance of other persons with interest or expertise.

- Such persons to be members of the committee without rights of proposal or voting on formal business other than as provided for by the Parish and Community Councils (Committees) Regulations 1990; that is, to vote only on the management of land owned or occupied by the Council; the promotion of tourism; the management of a festival.
- e) report minutes of their proceedings to the next available meeting of Council.
 - f) consider and recommend policy in respect of their area of delegation.
 - g) make decisions and commit spending in accordance with the Council Plan and Annual Budget in respect of their area of delegation within the terms of Financial Regulations.
 - h) make recommendations to Council on spending in respect of their area of delegation where the spending exceeds delegation limits in Financial Regulations.
 - i) report any decisions involving the spending of money to the next available meeting of the Council.
 - j) recommend to Council any virement between budget lines within the overall budget allocated to their area of delegation.
 - k) have the power to further delegate operational decisions or actions which implement policies or resolutions of the committee to the Proper Officer (who may further delegate to responsible staff members) provided that the extent of delegation and the amount of spend (if any) is clearly stated in a resolution of the committee.

Provisions for specific committees

The Finance & General Purposes Committee shall:

- a) determine the spending and use of the budget allocation for Finance & General Purposes within the terms of financial regulations and resolutions of the Council.
- b) review and make recommendation to Council on the financial regulations and Standing Orders and compliance by the Council.
- c) support the Mayoralty, formal arrangements with other municipalities including twinning, and other matters of civic governance.
- d) consider the Annual Governance and Accountability Return, receive and review audit reports and recommendations and report its findings and recommendations to Council.
- e) exercise the Council's powers and duties as a corporate charity trustee.
- f) oversee publicity and communications, including press and media and the Council's website.
- g) monitor the Council's compliance with the Local Council's Award standards.
- h) ensure that the corporate risk register is regularly reviewed.
- i) monitor compliance with Freedom of Information and Data Protection regulations.
- j) monitor and review the Council's complaints procedure.
- k) ensure the provision of appropriate training and development to enable councillors to be effective community leaders.
- l) promote local democracy and citizenship.
- m) monitor purchase decisions to ensure a best value for money approach in all aspects of Council activity in accordance with financial regulations.
- n) provide advice and guidance to the Chairs of other committees and to Council on all aspects of financial management.
- o) ensure the keeping of correct and reconciled books of accounts, records, archives and administration processes.
- p) review land, property, assets, and health and safety with respect to physical assets and property owned or held by the Council and ensure its proper management and maintenance.
- q) review the Council's arrangements for insurance.

- r) consider the acquisition and disposal of land, property and real estate and make recommendations to Council.
- s) monitor and review the capital budget of the Council and make recommendations to Council.
- t) monitor and review the revenue budget of the Council and make recommendations to Council.
- u) develop maintain and monitor policy on the management of reserves.
- v) monitor and make arrangements for effect discharge of the Council's role as an employer, ensuring compliance with relevant legislation and best practice.
- w) make recommendations on the Council Plan, and the budgets, plans and objectives to Council.

The Culture & Community Committee shall:

- a) determine the spending and use of the budget allocation for Culture and Community Development within the terms of financial regulations and resolutions of the Council.
- b) encourage and sponsor arts, sports, cultural, technology, heritage, youth & community development activities.
- c) work with Cumberland Council and other locally established bodies for the promotion and/management of arts, sports, culture, heritage, youth and community development.
- d) encourage involvement of the wider community in the Council's twinning arrangements and participate or nominate members to participate in any body established for that purpose.
- e) nominate members where appropriate to other cultural and community development associations.

The Environment Committee shall:

- a) determine the spending and use of the budget allocation for Environment within the terms of financial regulations and resolutions of the Council.
- b) appoint an Advisory Working Group to advise on promoting the greening and biodiversity of the natural and built environment, which may include persons who are not otherwise members of the Council.
- c) consider matters relating to bus shelters, footway lighting, street planting, floral displays and the street scene in general. Exercising the powers and duties of the Council in relation to the built environment and working with the Sustainable Development committee, where appropriate.
- d) oversee operation and maintenance of nature areas, parks, sports fields, open spaces, and planted features which fall under the Council's responsibility.
- e) ensure the conservation of designated landscapes and nature reserves.
- f) exercise the Council's powers and duties under the Litter Act 1983 and the Clean Neighbourhoods and Environment Act 2005. Oversee the administration of the Council's Allotment Estate.
- g) Jointly administer the Workington Nature Partnership in association with Cumberland Council in accordance with the Partnership Memorandum adopted by the Councils.
- h) work with Cumberland Council and other locally established bodies for the promotion and/management of environmental quality.

The Sustainable Development Committee shall:

- a) determine the spending and use of the budget allocation for Sustainable Development within the terms of financial regulations and resolutions of the Council.
- b) consider, as a statutory consultee, planning applications received by Cumberland Council and any other consulting authority, in so far as they relate to Workington, where such applications are being considered by a committee of such authority or where the Chair decides an application should be considered by this Committee whether on the request of a member of this Council or otherwise.

- c) respond where appropriate, giving the views of the Council to the responsible authority, on any matter of planning policy, licensing, highways, traffic management, parking or other related matter.
- d) consider any other matter on which the Council's views may be sought by other organisations or bodies.
- e) coordinate the Council's work with respect to any Community or Neighbourhood Plan or sustainability initiative, should the Council determine to pursue such a policy.

Workington Town Council Budget Monitoring Report

Full Council

Current Year 2024/25							
	Agreed Budget	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 22-Jan-25	Committed Expenditure	Balance at 31-Mar-25
Finance & General Purposes	576,509	0	0	576,509	311,171	157,413	107,925
Culture & Community	197,200	0	0	197,200	165,214	5,177	26,809
Sustainable Development	10,000	0	0	10,000	40	3,600	6,360
Environment	203,000	31,000	0	234,000	205,578	13,004	15,418
	986,709	31,000	0	1,017,709	682,003	179,194	156,512

Reserves	as at 22-Jan-25	
Balance brought forward		290,015
Precept Received	986,709	
All other receipts	103,288	
Total receipts		1,089,997
Staff costs	257,901	
Loan interest/capital repayments	11,671	
All other payments	412,431	
Total payments		682,003
Period end balance		698,009
Minimum reserve (25% of budget)		254,427
		443,582

est. to 31-Mar-25			
Committed		Budget	
	290,015		290,015
986,709		986,709	
108,700		108,700	
	1,095,409		1,095,409
371,600		402,009	
11,671		12,000	
477,926		603,700	
	861,197		1,017,709
	524,227		367,716
	254,427		254,427
	269,800		113,289

Workington Town Council Budget Monitoring Report
Income Received 2024/25

Current Year 2024/25					
Agreed Budget	Budget Revisions	Total Budget	Actual YTD Income	Anticipated Income	Income Variance

Finance & General Purposes						
1076	Precept	986,709	0	986,709	986,709	0
1150	Income Car Park	1,000	0	1,000	1,000	0
1160	Income - Dividend	6,500	0	6,500	3,639	778
1190	Mayoral Fundraising	0	0	0	2,302	2,302
1999	Income - Other	0	0	0	16,062	16,062
		994,209	0	994,209	1,009,712	3,639

Culture & Community						
1200	Income - Party in the Park	0	0	0	720	720
1220	Income - Theatre by the Hall	0	0	0	300	300
1230	Income - Christmas Festival	0	0	0	955	955
1265	Income - Reach Out	0	0	0	130	130
1280	Income - Festival of Running	0	0	0	2,661	2,661
1999	Income - Other	0	0	0	99	99
		0	0	0	4,865	4,865

Sustainable Development						
1999	Income - Other	0	0	0	0	0
		0	0	0	0	0

Environment						
1100	Income - Grants & Donations	0	0	0	62,510	62,510
1310	Income - Rents	8,500	0	8,500	12,537	5,811
1999	Income - Other	0	0	0	373	373
		8,500	0	8,500	75,420	68,694

1,002,709	0	1,002,709	1,089,997	5,412	92,700
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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 20th January 2025 at 6.30pm at Workington Town Council Offices, Town Hall, Oxford Street, Workington.

Cllr Mike Rollo (Chair)	Present	Cllr David Farrar (Vice Chair)	Present
Cllr Beth Dixon	Absent*	Cllr John Mills	Present
Cllr Michael Heaslip	Present	Cllr Tricia Poole	Present
Cllr Allan Hodgson	Present	Cllr Stephen Stoddart	Present
Cllr Bernadette Jones	Present	Cllr Ellie Wood	Present

In attendance: Chief Officer/RFO.

FG24.71 Absences: Absences notified prior to the meeting were received from Cllr Beth Dixon.

FG24.72 Declarations of Interest: None

FG24.73 Exclusion of Press and Public: None

FG24.74 Public Participation: None

FG24.75 Minutes of the Previous Meeting

Resolved: To approve the minutes of the 18th November 2024 meeting and affirm them a true record.

FG24.76 Public Questions: None

FG24.77 Questions and Statements from Members: None

FG24.78 Motions on Notice: None

FG24.79 Budget 2024-2025

a) Committee noted the budgeting monitoring and income summary reports YTD.

b) **Resolved:** Committee approved the statement of accounts and bank reconciliation for October and November 2024.

c) **Resolved:** Committee to request to Full Council to vire £3,051 from the salaries budget line to the telecoms and IT budget line to cover overspend.

d) **Resolved:** Committee to request to Full Council to move the Twinning budget line from Culture & Community to Finance and General Purposes.

Committee agreed to move agenda item 10 Budget 2025-2026 to the last agenda item.

- FG24.80 Internal Auditor**
Resolved: Committee to recommend to Full Council to appoint Jean Airey as the Council's internal auditor for 2025-2026.
- FG24.81 Asset Register**
Resolved: Committee to take the Asset Register to Full Council for approval, with a view to it being a work in progress.
- FG24.82 Policies**
Resolved: To recommend to Full Council to approve and adopt an investment policy and an unreasonable customer behaviour policy and procedure.
- FG24.83 Cumberland ward boundary review**
Resolved: To send a letter to the Boundary Commission requesting that the Council is consulted first on any suggestions or proposals to change the parish ward boundaries in Workington.
- FG24.84 Twinning**
 Committee noted the report for information.
Resolved: To provide Officer support to the Twinning Association.
Resolved: To move responsibility of the Twinning Association to F & GP.
Resolved: To request to Full Council to nominate four Councillors to the Twinning Association.
- FG24.85 Staffing**
 Committee noted the update for information.
- FG24.86 Freedom of Information Requests**
 Committee noted the report for information.
- FG24.87 Budget 2025-2026**
 Committee budgets were discussed in a slightly different order from the agenda.
- a) Finance and General Purposes budget**
Resolved: To create a simple policy with regards to the member travel budget line to inform Councillors that this is available to them.
Resolved: Committee were happy with the proposed budget for the Finance & General Purposes Committee 25-26 and would recommend to Full Council.
- b) Sustainable Development budget**
Resolved: Committee were happy with the proposed budget for Sustainable Development 25-26 and would recommend to Full Council.
- c) Culture & Community**
Resolved: Move the £5k allocated for Citizen's Advice in Culture Commissions and Funding to the Youth and Community budget line.
Resolved: Change Youth and Community work to Youth and Social Investment.
Resolved: Change Culture Commissions and Funding to Funding.

Resolved: Once the above changes had been made committee were happy with the proposed budget for the Culture and Community Committee 25-26 and would propose to Full Council.

d) Environment

Resolved: Remove the additional £18,000 for Workington Nature Partnership, with a view to this being added later in the year if discussions with Cumberland Council were successful.

Resolved: Once the above change had been made committee were happy with the proposed budget for the Environment Committee 25-26 and would propose to Full Council.

Funding/Reserves

Committee discussed that costs for one off projects should be covered by the Council's expected income. Currently there was a shortfall of £35,700. Committee agreed to request this from reserves.

Resolved: Committee to propose the Council's budget and precept request to Full Council on 29th January 2025.

The meeting ended at 8.16pm.

WORKINGTON TOWN COUNCIL ASSET REGISTER

The Council's asset register listed all items owned by the Council over the value of £700 or that holds historic importance to the town or Council.

Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
1	Aldermanic robes		Helena Thompson Museum	Finance & General Purposes	Civic	1982	964.00			964.00		
2	Aldermanic robes		Helena Thompson Museum	Finance & General Purposes	Civic	1982	964.00			964.00		
3	Aldermanic robes		Helena Thompson Museum	Finance & General Purposes	Civic	1982	964.00			964.00		
4	Aldermanic robes		Helena Thompson Museum	Finance & General Purposes	Civic	1982	964.00			964.00		
5	Aldermanic robes		Helena Thompson Museum	Finance & General Purposes	Civic	1982	964.00			964.00		
6	Aldermanic robes		Helena Thompson Museum	Finance & General Purposes	Civic	1982	964.00			964.00		
7	Aldermanic robes		Helena Thompson Museum	Finance & General Purposes	Civic	1982	964.00			964.00		
8	Aldermanic robes		Helena Thompson Museum	Finance & General Purposes	Civic	1982	964.00			964.00		
9	Allerdale Borough Council Deputy Mayor's cartouche		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	TBC			0.00	Historic importance	
10	Allerdale Borough Council Deputy Mayor's Consort cartouche		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	TBC			0.00	Historic importance	
11	Allotments	LR Title CU259421	Soapery	Environment	Land & Property	2011	1.00			1.00		
12	Allotments	LR Title CU132607	Newlands Lane Allotments	Environment	Land & Property	2015	1.00			1.00		
13	Allotments	LR Title CU133557	Park Lane Allotments	Environment	Land & Property	2015	1.00			1.00		
14	Allotments	LR Title CU134365	Annie Pit & Feenans Allotments	Environment	Land & Property	2015	1.00			1.00		
15	Allotments	LR Title CU134472	Rosehill Allotments	Environment	Land & Property	2015	1.00			1.00		
16	Allotments	LR Title CU145260	Cranbourne Street Allotments	Environment	Land & Property	2015	1.00			1.00		
17	Allotments	LR Title CU145263	Wesley Street Allotments	Environment	Land & Property	2015	1.00			1.00		
18	Allotments	LR Title CU290211	Siddick Allotments	Environment	Land & Property	2015	1.00			1.00		
19	Beacon (Duffield)		Vulcan Park	Finance & General Purposes	Monuments	14-Jun-05	Unknown			0.00	Historic importance	
20	Bench		Harrington	Environment	Seating	2019	785.00			785.00		
21	Bus Shelter		Moss Bay Road	Environment	Bus Shelter	2021	5,535.00			5,535.00		
22	Cenotaph		Vulcan Park	Finance & General Purposes	Monuments	1928	Unknown			0.00	Historic importance	
23	Ceremonial Key		Helena Thompson Museum	Finance & General Purposes	Civic	1982	1,363.00			1,363.00	Historic importance	
24	Chains - Deputy Mayor		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	TBC			0.00	Historic importance	
25	Chains - Mayor		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	TBC			0.00	Historic importance	
26	Chains - Mayor's consort		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	TBC			0.00	Historic importance	
27	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
28	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
29	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
30	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
31	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
32	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
33	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
34	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
35	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
36	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
37	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
38	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
39	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
40	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
41	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
42	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
43	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
44	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
45	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
46	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
47	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
48	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
49	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
50	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
51	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
52	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
53	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	2024	560.00			560.00		
54	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
55	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
56	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
57	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
58	Clerk Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		
59	Close Circuit Television Cameras (CCTV)		Vulcan Park	Environment	Land & Property	01/04/2023 5/4/23	15,341.00	1,418.00		16,759.00		
60	Community Garden	LR Title CU131422	Wastwater Avenue	Environment	Land & Property	2015	1.00			1.00		
61	Community Garden	LR Title CU213339	Salterbeck Community Garden	Environment	Land & Property	2015	1.00			1.00		
62	Defibrillator		Briery, Stainburn	Environment	Equipment	2022	1,240.00			1,240.00		
63	Defibrillator		Galloping Horse	Environment	Equipment	2022	1,390.00			1,390.00		
64	Defibrillator		Harrington Fishing & Sailing Club	Environment	Equipment	2022	1,390.00			1,390.00		
65	Defibrillator		Northside	Environment	Equipment	2024	1,370.00			1,370.00		
66	Defibrillator		Princess Street Community Centre	Environment	Equipment	2022	1,240.00			1,240.00		
67	Defibrillator		St Mary's Church, Westfield	Environment	Equipment	2024	1,500.00			1,500.00		
68	Display photographs of all mayors of Workington		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	
69	Edging Machine (Bush Ranger Edger E35)		Vulcan Park	Environment	Estates Equipment	24-Apr-19	1,249.00			1,249.00		
70	Finance software (Omega/Rialtas)		Town Hall, Oxford Street	Finance & General Purposes	Software	2019	1,775.00			1,775.00		
71	Finger posts Town Centre		Coastline	Environment	Signage	2014	Unknown			0.00		
72	Finger posts Town Centre		Outside 02	Environment	Signage	2014	1.00			1.00		

73	Finger posts Town Centre		Outside HSBC	Environment	Signage	2014	Unknown			0.00	
74	Finger posts Town Centre		Outside Natwest	Environment	Signage	2014	Unknown			0.00	
75	Finger posts Town Centre		Pow St/Murray Road	Environment	Signage	2014	Unknown			0.00	
76	Football Posts		Harrington Marina Play Area	Environment	Play Areas	2021	932.00			932.00	
77	Football Posts		Vulcan Park	Environment	Play Areas	2021	932.00			932.00	
78	Football Posts		Bankfield	Environment	Play Areas	TBC	TBC			TBC	
79	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00	
80	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00	
81	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00	
82	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00	
83	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00	
84	Furniture of Mayoral Reception room		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance
85	Green Hub		Vulcan Park	Finance & General Purposes	Land & Property	2018	1.00			1.00	
86	Harrington Marina	LR Title CU310295	Harrington Marina Play Area	Environment	Land & Property	01-Jul-18	1.00			1.00	
87	Henchman platform		Vulcan Park	Environment	Estates Equipment	2017	958.00			958.00	
88	Land - Vulcan Park	LR Title CU336186	Vulcan Park	Environment	Land & Property	27-Jul-18	1.00			1.00	
89	Land at Brewery House	LR Title CU131251	Brewery House	Environment	Land & Property	26-Jul-22	1.00			1.00	
90	Land at Newlands Lane	LR Title CU282073 / CU310290	Newlands Lane	Environment	Land & Property		1.00			1.00	
91	Land at Oxford Street (Lamont Pridmore)	LR Title CU104558	Oxford Street	Finance & General Purposes	Land & Property	1993	16,000.00			16,000.00	
92	Land at Siddick	LR Title CU286010	Siddick	Environment	Land & Property					0.00	
93	Land on the West Side of Moss Bay Road	LR Title CU304476	The Ranch	Environment	Land & Property	31-Mar-23	150,000.00			150,000.00	
94	Lawn Mower (Toro Turfmaster)		Vulcan Park	Environment	Estates Equipment	21-Jul-23	1,680.00			1,680.00	
95	Leaf Blower / Vacumn (Little Wonder ProVac)		Vulcan Park	Environment	Estates Equipment	24-Apr-19	2,549.00			2,549.00	
96	Lighting columns (cast iron)		Vulcan Park	Environment	Lighting	2019	1.00			1.00	Historic importance
97	Lighting columns (cast iron)		Vulcan Park	Environment	Lighting	2019	1.00			1.00	Historic importance
98	Lighting columns (cast iron)		Vulcan Park	Environment	Lighting	2019	1.00			1.00	Historic importance
99	Lighting columns (cast iron)		Vulcan Park	Environment	Lighting	2019	1.00			1.00	Historic importance
100	Lighting columns (cast iron)		Vulcan Park	Environment	Lighting	2019	1.00			1.00	Historic importance
101	Lighting columns (cast iron)		Vulcan Park	Environment	Lighting	2019	1.00			1.00	Historic importance
102	Lodge Garage		Vulcan Park	Finance & General Purposes	Land & Property	2018				0.00	
103	Mayor's throne chair		Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	
104	Memorial plaque - James Smith VC		Workington Train Station	Finance & General Purposes	Monuments	2014	1.00			1.00	Historic importance
105	Mini Tennis Net		Vulcan Park	Environment	Play Areas	30-Mar-23	1,609.00			1,609.00	
106	Minute books & records of Improvement Trust & Board of the Local Government District of Workington (1840 - 1888)		Cumberland Council	Finance & General Purposes	Civic						Historic importance
107	Minute books & records of the Charter Trustees (1974-1982)		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance
108	Minute books & records of the Corporation (1884-1974)		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance
109	Minute books & records of Vestry of the Parish of Workington (1819-1894)		Cumberland Council	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance
110	Monument (Dr Peet)		Portland Square	Finance & General Purposes	Monuments	2014	1.00			1.00	Historic importance
111	Noticeboard - Digital image colour screen		Ivision Lane	Culture & Community	Displays	2019	5,371.00			5,371.00	
112	Noticeboard - Digital text		Central Way	Culture & Community	Displays	2017	2,745.00			2,745.00	
113	Noticeboard - Digital text		Washington Street	Culture & Community	Displays	2017	2,310.00			2,310.00	
114	Office 365 license		Town Hall, Oxford Street	Finance & General Purposes	Software	2019				0.00	
115	Oil painting and frame	Lady Mayor of Workington	Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	Historic importance
116	Oil painting and frame	1st Mayor of Workington	Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	Historic importance
117	Oil painting and frame	Clr Cain	Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	Historic importance
118	Oil painting and frame	Henry Curwen	Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	Historic importance
119	Oil painting and frame		Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	Historic importance
120	Old Park Café		Vulcan Park	Finance & General Purposes	Land & Property	2018				0.00	
121	Paintings and throne chair		Princess Street Community Centre	Finance & General Purposes	Civic	1982	16,797.00			16,797.00	Historic importance
122	Panna Court		Garnet Crescent	Environment	Play Areas	2015	1,176.00			1,176.00	
123	Panna Court		Moorbanks active zone	Environment	Play Areas	2015	1,176.00			1,176.00	
124	Panna Court		Vulcan Park	Environment	Play Areas	2015	1,176.00			1,176.00	
125	Picnic Bench		Quayside	Environment	Seating	15-Jun-22	719.00			719.00	
126	Picnic Bench		Quayside	Environment	Seating	15-Jun-22	719.00			719.00	
127	Picnic table		Walker Road Play Area	Environment	Seating	2015	779.00			779.00	
128	Picnic Table (Forest Saver Mobility)		Northside	Environment	Seating	10-Jul-23	768.00			768.00	
129	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
130	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
131	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
132	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
133	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
134	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
135	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
136	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
137	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
138	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10	
139	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17	
140	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17	
141	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17	
142	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17	
143	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17	
144	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17	
145	Play area equipment		Brewery House Play Area	Environment	Play Areas	2014	1.00			1.00	
146	Play area equipment		Garnet Crescent	Environment	Play Areas	2019	14,400.00			14,400.00	
147	Play area equipment		Harrington Marina Play Area	Environment	Play Areas	01/07/2018 30 Nov 2023	1.00	8,800.00		8,801.00	
148	Play area equipment		Moorclose Park	Environment	Play Areas	2016 & 2024	24,000.00			24,000.00	
149	Play area equipment		Newlands Lane Play Area	Environment	Play Areas	2014	1.00			1.00	
150	Play area equipment		Siddick Play Area	Environment	Play Areas	2015	1.00			1.00	

151	Play area equipment		Vulcan Park	Environment	Play Areas	30-Mar-23	102,529.00		102,529.00	
152	Play area equipment		Walker Road	Environment	Play Areas	2015	20,000.00		20,000.00	
153	Play area equipment		Wordsworth View	Environment	Play Areas	2016	23,372.00		23,372.00	
154	Play area equipment		Springfield Park	Environment	Play areas	01-Aug-24	61,200.00		61,200.00	
155	Play area equipment - youth zone		Moss Bay Road	Environment	Play Areas	2022	TBC		TBC	
156	Play Area Equipment (Dolphin Springer)		Harrington Marina Play Area	Environment	Play Areas	27-Oct-23	1,100.00		1,100.00	
157	Princess Street Land & Building	LR Title CU210334	Princess Street Community Centre	Finance & General Purposes	Land & Property	2021	50,000.00		50,000.00	
158	Records of the Manor of Workington		Town Hall, Oxford Street	Finance & General Purposes	Civic	Unknown	1.00		1.00	Historic importance
159	Recycling Bin		Vulcan Park	Environment	Play Areas	30-Sep-22	718.00		718.00	
160	Recycling Bin		Vulcan Park	Environment	Play Areas	30-Sep-22	718.00		718.00	
161	Ride-On Mower (Kubota F391)		Vulcan Park	Environment	Estates Equipment	15-Aug-23	26,750.00		26,750.00	
162	Road sign (metal)		Harrington	Environment	Signage	2020	2,511.60		2,511.60	
163	Road sign (metal)		Schoose Farm	Environment	Signage	2020	2,511.60		2,511.60	
164	Road sign (metal)		Seaton	Environment	Signage	2020	2,511.60		2,511.60	
165	Road sign (metal)		Siddick	Environment	Signage	2020	2,511.60		2,511.60	
166	Road sign (metal)		Stainburn	Environment	Signage	2020	2,511.60		2,511.60	
167	Royal Charter of the Borough		Cumberland Council	Finance & General Purposes	Civic	2022	1.00		1.00	Historic importance
168	Seal Machine Borough of Workington		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00		1.00	Historic importance
169	Slide		Garnet Crescent	Environment	Play Areas	2019	14,400.00		14,400.00	
170	Solider Statue		Vulcan Park	Environment	Monuments	2021	10,000.00		10,000.00	
171	Statue (Coelacanth)		Navvies Bridge	Finance & General Purposes	Monuments	2012	4,000.00		4,000.00	
172	Statue of Mandelion		Vulcan's Lane	Finance & General Purposes	Monuments	2012	9,558.00		9,558.00	
173	Storage Container		Vulcan Park	Environment	Land & Property	2021	7,000.00		7,000.00	
174	Tables (beech foldable)		Princess Street Community Centre	Finance & General Purposes	Equipment	2021	954.00		954.00	
175	Tannoy and Lighting system		Vulcan Park	Finance & General Purposes	Lighting	2013	7,800.00		7,800.00	
176	Trailer (Apache 8x5 with cage and rear ramp)		Vulcan Park	Environment	Estates Equipment	12-Oct-23	1,533.00		1,533.00	
177	Trim Trail		Siddick	Environment	Play Areas	05-Aug-22	2,113.00		2,113.00	
178	Trim Trail		Vulcan Park	Environment	Play Areas	15-Nov-22	11,370.00		11,370.00	
179	Workington Bowl		Helena Thompson Museum	Finance & General Purposes	Civic	2007	3,548.00		3,548.00	Historic importance

709,361.88	10,218.00	0.00	719,579.88
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Workington Town Council

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Investment Policy

1. Purpose

The purpose of this Investment Policy is to establish the guidelines and framework for the investment of Council funds. This policy is intended to help ensure that Council funds are managed responsibly, in line with applicable laws and ethical standards, and in a manner that maximises returns while minimising risk.

2. Scope

This policy applies to all investments of Council funds, including reserves, earmarked funds, and any other surplus funds. It covers both short-term and long-term investments, ensuring that funds are managed prudently to achieve a balance of safety, liquidity, and return.

3. Objectives

The primary objectives of the council's investment policy are:

- Security of Capital: Ensure the protection of the capital value of investments.
- Liquidity: Ensure that sufficient liquidity is maintained to meet anticipated cash flow requirements.
- Yield: Aim to achieve a reasonable return within the constraints of security and liquidity.

These objectives will be considered in the context of the Council's financial obligations and future funding requirements.

4. Investment Principles

1. Capital Preservation: Investments shall be made to safeguard Council funds by minimising exposure to capital loss.
2. Ethical Considerations: Investments will be made in alignment with the ethical standards and values of the Council. Avoid investment in companies whose activities are inconsistent with the Council's values, such as those with negative environmental or social impacts.
3. Legal Compliance: Investments will comply with relevant UK legislation, including the Local Government Act 2003 and associated guidance from the Ministry of Housing, Communities, and Local Government (MHCLG).
4. Transparency: All investment activities shall be conducted in a transparent manner, ensuring that decisions can be fully justified and subject to appropriate review and audit.

5. Permitted Investments

Typical permitted investments include:

- **Bank Deposits:** Accounts and term deposits with high-credit-rated banks or building societies.
- **UK Government Gilts:** Low-risk government securities.
- **Money Market Funds:** Short-term investments in highly liquid, low-risk instruments.
- **Local Authority Bonds:** Investments in bonds issued by other local authorities.
- **Corporate Bonds:** Investment-grade corporate bonds (subject to risk assessment).
- **Property:** Only when there is a clear benefit to the Council's functions and prudent management.

Other investment options may be considered with specific Council approval and in line with legal and ethical requirements.

6. Prohibited Investments

The Council will not engage in:

- Equity-based investments or derivatives.
- High-risk investments, including unregulated investment products.
- Investments in institutions or entities that do not meet minimum credit rating standards set by the Council.

7. Risk Management

1. **Credit Risk:** Invest only in institutions with high credit ratings (AAA or equivalent).
2. **Interest Rate Risk:** Structure investments to mitigate the impact of fluctuations in interest rates, especially for longer-term funds.
3. **Liquidity Risk:** Maintain adequate short-term deposits to cover the council's liquidity needs.

Periodic reviews of investment risk and creditworthiness of institutions will be conducted by the Council.

8. Monitoring and Reporting

1. **Quarterly Review:** Investments will be reviewed quarterly to assess performance and ensure alignment with this policy.
2. **Annual Reporting:** The Council will receive an annual report detailing the performance and status of all investments.
3. **External Audit:** Investment practices will be audited annually as part of the Council's financial audit process, if required by the external auditor.

9. Delegation of Authority

The committee responsible for managing the Council's investments is delegated to the Finance and General Purposes Committee alongside the Chief Officer/RFO, which will administer the investments in line with this policy. Any investment decision outside the scope of this policy requires approval by Full Council.

10. Policy Review

This policy shall be reviewed annually or more frequently as required to ensure that it remains relevant and appropriate given the Council's financial situation, statutory changes, and market conditions.

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Unacceptable customer behaviour policy and procedure

1. Purpose

This policy sets out the Council's approach to managing unacceptable behaviour by members of the community; ensuring staff and councillors are treated with respect while maintaining fair access to services for all.

The Council has a duty to protect the welfare and safety of staff, who should be able to come to work without fear of violence, abuse, harassment, or discrimination.

2. Scope

This policy applies to all interactions with members of the community, including in person, by telephone, in writing, or through digital channels.

3. Definition of Unacceptable Behaviour

Unacceptable behaviour means acting in a way that is unreasonable, regardless of the level of someone's stress, frustration or anger. It may involve acts, words or physical gestures that could cause another person distress or discomfort.

Aggressive or abusive behaviour

This is behaviour or language (written or spoken) that could cause councillors or staff to feel afraid, threatened or abused. This includes threatening emails, telephone calls, meetings, and comments on social media or elsewhere.

For example:

- insulting or degrading language, including inappropriate banter, innuendo or malicious allegations
- any form of physical violence or threats of physical violence
- derogatory racist, sexist, ageist, or homophobic remarks
- comments relating to disability, perceived gender, religion, belief, or any other personal characteristic

Unreasonable demands and vexatious contact

Customers might make requests that the Council cannot reasonably accommodate. This may include but is not limited to:

- the amount of information they seek
- the nature and scale of service they expect
- the volume of correspondence they generate
- a remedy or outcome that cannot be achieved

The Council accepts that someone who is persistent is not necessarily guilty of unacceptable behaviour. What is seen as an unreasonable demand will depend on the circumstances of each case. The Council will always consider each communication on its own merits.

However, the behaviour of someone who persistently contacts the Council about the same issue, when that issue has been dealt with in line with Council policy, can, in some circumstances, amount to unreasonable demand. Such behaviour takes up a disproportionate amount of time and resources and can affect the Council's ability to provide a service to others.

Examples of behaviour which the Council considers as unreasonable demands and vexatious contacts include but are not limited to:

- refusing to follow the Council's complaints procedure
- persistently pursuing a complaint where the Council's complaints procedure has been fully and properly implemented and exhausted, but no appeal has been made.
- contacting repeatedly and frequently without giving enough time to respond to previous correspondence
- insisting on seeing or speaking to a particular member of staff when a suitable alternative has been offered
- visiting Council offices without an appointment
- focusing disproportionately on a matter in relation to its significance and continuing to focus on this point despite receiving proportionate responses addressing the matter
- adopting a 'scatter gun' approach: pursuing parallel complaints about the same issue with different members of staff
- recording meetings or conversations (whether face-to-face or on the telephone) without the prior knowledge or consent of other people involved

4. Principles

The Council and its staff will always:

- provide a fair, open, proportionate, and accessible service
- listen and try their best to understand
- treat everyone with respect, empathy, and dignity
- continue to offer services effectively while managing disruptive behaviour appropriately.

The Council expects people accessing their services to:

- be courteous
- engage in a way that does not hamper ability to carry out work effectively and efficiently for the benefit of all.

5. Procedures for Handling Unacceptable Behaviour

The Council does not expect its councillors or staff to tolerate unacceptable behaviour.

When this happens, councillors and staff have the right to:

- place callers on hold
- end the call
- not reply to an abusive email or letter

Before taking such action, the Council will warn members of the community that they are behaving in an unacceptable way (using an appropriate communication method) to give them

chance to change their behaviour. However, a warning will not be given in extreme cases to protect councillors and staff, for example, when a physical threat is made.

Where these circumstances arise, the following steps will be taken:

- members of the community will be asked to modify their behaviour
- if the behaviour continues to be unacceptable, councillors and staff will remove themselves from the situation. If the communication is by telephone, the caller will be told that the call will be ended
- councillors or staff will inform the Chief Officer who will keep a record of the incident. In all cases the Chief Officer and Chair of Finance and General Purposes will investigate the situation and decide what action to take. This could include limiting a persons contact with the Council
- refer the matter to the police where a criminal offence has been threatened or committed

Communication restrictions

If members of the community continue to behave unacceptably, The Mayor, Chair of F & GP and/or the Chief Officer can put in place a temporary or permanent communication restriction on that person. If this action is decided, the person will be informed, setting out:

- why the Council considers their behaviour unacceptable
- what action is being taken and if there is a time limit on the restrictions

Communication might be:

- limited to being conducted in writing
- limited to a specific individual
- removed from the Council's social media and blocked from accounts
- limited to a specific email address or telephone number
- placed on file without a further response if the issue raised in the correspondence has previously been considered and answered
- limited in other ways which the Council considers appropriate in the circumstances, in line with this policy

In addition, the Council reserves the right to:

- limit telephone contact to set times on set days
- restrict contact to a nominated employee or councillor who will deal with all future calls or correspondence
- restrict the issues on which the Council will correspond
- block emails or telephone numbers if the number and length of communication sent is excessive
- refuse to consider a complaint or any further contact in exceptional circumstances
- take any other action considered necessary or appropriate

Where circumstances are serious enough to warrant further restrictions, the Council may take legal action to prevent further contact/poor behaviour.

6. Right to Appeal

Individuals may appeal decisions in writing to the Council within 14 days of notification. The appeal will be reviewed by The Mayor and the Chair of the Finance & General Purposes Committee or another councillor deemed suitable by the Council.

Contact details can be found at www.workingtontowncouncil.gov.uk

7. Review and Monitoring

All incidents and actions will be logged, reviewed periodically, and reported (in summary) to the Finance and General Purposes Committee to ensure consistency and fairness.

DRAFT Budget 25-26

Finance & General Purposes		Budget 24-25	Proposed Base Budget 25-26	Non-recurring items 25-26 only	Budget use	Notes (estimated but not exhaustive breakdown)
Staffing						
	Salary	£303,560	£307,592		Salaries for the current staff structure Salaries admin Fee (Cumberland) Essential user allowance Call out fees	24/25 scale point +5%
	NI	£30,594	£37,696		National Insurance for the current staff structure	As per gov.uk calculator inc increase
	Pension	£59,855	£55,760		Pension for the current staff structure LGPS deficits	At 18.40% on basic salaries plus estimate of £4,000 arrears
	Staff mileage	£0	£1,000			
	Training	£8,000	£8,000		Training for staff	
	Advertising	£250	£250		Job advertising	
	PPE	£2,000	£2,000		Personal Protective Equipment for staff WTC branded clothing	
Office						
	Telecoms IT	£8,500	£36,968		Cumberland IT contract Cllr emails and iPads Rialtas accounting software licence Canva design package licence Office 365 licenses Maintenance of CCTV system WTCCC broadband Printer lease Estate management software	£6,200 Cumberland IT £6,250 WTC Cllr emails £8,000 WTC Cllr iPads £1,343 Rialtas Licence £114 Canva Licence £1,582 Office 365 Licences £2,500 CCTV Maintenance £979 WTCCC Broadband £2,000 Printer Lease (inc consumables) £8,000 Estate Management software (NEW)
	Printing & Stationery	£1,500	£1,500		Office supplies Paper	
	Postage	£1,500	£1,500		Posting agendas Posting invoices Stamps	
	General	£5,000	£5,000		HSBC bank charges ICO Data Protection registration	
	Marketing		£7,000		Assistance with general Council marketing	
Finance						
	Insurance	£7,500	£7,500		Premises Insurance PLI Vehicle Insurance	Current plus 10% increase
	Audit Fees	£3,000	£4,000		Internal and external auditor fees	
	PWLB capital	£5,000	£5,200		Repayment of loan interest	As per schedule of payments
	PWLB Interest	£7,000	£6,700		Repayment of loan capital	As per schedule of payments

Property						
	Repairs & renewals	£5,000	£5,000	£6,000	Maintenance of WTCCC Maintenance of noticeboards, matrix signs and colour screen Maintenance of ride on mower	£3,000 PA purchase costs (one off) £3,000 VP flood light repairs (one off) £5,000 general
	Fleet lease	£5,500	£6,150		Van lease and maintenance, tax	
	Fleet consumables	£1,500	£1,500		Fuel, antifreeze	
	Accommodation	£15,000	£16,501		WTCCC services Town hall rent and cleaning	£12,000 Town Hall rent £702 Town Hall cleaner £1,080 WTCCC Water £1,613 WTCCC Gas £796 WTCCC Electric £180 WTCCC Fire Extinguishers £130 WTCCC Boiler Service
	Contingency	£65,000	£0			
	Asset management		£100,000			
Civic Governance						
	Elections	£6,500	£6,500		Provision for one by-election	
	Civic Functions	£4,000	£6,125	£6,000	Mayor Making Remembrance Civic Service Civic Dinner SSL License Freedom Parade	£3,000 Mayor Making £2,500 Remembrance £300 Civic Service £300 Civic Dinner £25 Mayor's SSL license £6,000 Freedom Parade (one off)
	Websites	£2,000	£2,000		Wix subscriptions (website hosting) Website domain registrations	
	Subscriptions and memberships	£2,600	£3,452		NALC CALC SLCC Living Wage Foundation HSE Purple Guide	£2,236 CALC/NALC Membership £73 Living Wage Foundation £25 Purple Guide Subscription £418 SLCC Membership £700 Employee assistance scheme (Bupa)
	Mayoral allowance	£3,100	£3,100		Annual allowance for the current Mayor, paid monthly over 10 months.	
	Member Travel	£500	£500		Costs to cover travel expenses for members	
	Trusteeship	£5,000	£8,300	£4,500	Costs incurred by WTC relating to trusteeship	£4,500 damaged oil painting repair (one off) £2,500 storage costs £5,000 general £800 cleaning and purchasing of robes
	Twinning		£5,000			
	Member Development	£750	£750		Training for Councillors	
	Legal and professional	£10,000	£10,000			
	Mayoral benches	£1,000	£0		Solicitors fees Fees arising from AGAR issues Any professional legal advice fees/expenses	To be paid for from Environment's Streetscene budget line
	Citizens Advice	£5,000	£0		Annual support for Citizen's advice	Added to Culture Budget
	Robes	£800	£0		Cleaning of ceremonial robes Purchase of ceremonial robes	Added into Trusteeship budget line
Total F & GP		£576,509	£662,544	£16,500		
Total F & GP 25-26				£679,044		

DRAFT Budget 25-26

Development	Total available budget 24-25	Proposed Budget 25-26	Non-recurring items 25-26 only	Budget use
Community Development Planning	£10,000	£10,000		Neighbourhood Plans, Flood Emergency Plans, Resilience Plans, Zero Carbon, Climate Change
Total Dev	£10,000	£10,000		

DRAFT Budget 25-26

Culture & Community	Total available budget 24-25	Proposed Budget 25-26	Non-recurring items 25-26 only	Budget use	Notes (estimated but not exhaustive breakdown)
Christmas	£90,000	£90,000		Christmas lights and Christmas festival	
Youth and Social Investment	£14,000	£22,000		Science workshops, teddy bears picnic, schools competition and general youth and community support	£7,000 General £4000 science workshops £3000 Teddy bears picnic £3000 schools competition £5000 Citizen's Advice
Reach Out	£10,000	£10,000		Annual health and well-being event	
Party in the Park	£20,000	£25,000		Annual event in Vulcan Park	
Festival of Running	£10,000	£10,000		Annual Festival of running event	
Cultural Celebrations	£17,700	£44,700		General cultural celebrations, plus easter, beacon lighting, theatre by the hall, armed forces support, halloween and pride	£10000 general £2100 Easter £1500 beacon lighting £15500 theatre by the hall £600 armed forces support £10000 Halloween £5000 pride
Funding	£8,000	£15,000		Funding requests	
Cultural Marketing	£5,000	£6,000		To be used for general 'visit Workington' advertising and marketing support for events where needed SIM card costs for matrix boards	
Culture Commission - Carnegie Municipal Theatre	£5,000	£0		Financial support for Carnegie Theatre	
Culture Commission - Music Centre	£2,500	£0		Financial support for Carnegie Music Centre	
Culture Commission – Sport	£2,000	£0		General budget for support to local sports clubs and activities. Considered by committee via the EOI form	
Culture Commission - Heritage	£5,000	£0		Financial support for Heritage projects	
Culture Commission - Summer camp	£3,000	£0		Used to fund the summer camp activities	
Art Exhibition	£5,000	£0		Art exhibition for the community and local schools	
Total Culture	£197,200	£222,700	£0		

Total Culture 2025-2026

£222,700

DRAFT Budget 25-26

Environment	Base Budget 24-25	Proposed Base Budget 25-26	Non-recurring items 25-26 only	Budget use	Notes (estimated but not exhaustive breakdown)
Street Displays	£17,500	£26,000		To be used to pay for the Town's annual floral displays	
Environmental activities	£0	£3,000		Cumbria in Bloom/RHS awards Litter picks School competitions and activities	
Green Grants	£3,000	£3,000		Funding requests. To be considered by committee via a EOI funding form	
Streetscene	£13,500	£10,000		Benches (inc Mayoral) Bus shelters Defibrillators Footway lighting	
Vulcan Park	£0	£19,000		Maintenance of Vulcan Park	
Play areas	£0	£10,000	£35,000	Maintenance of play areas; plus one-off urgent repair work	£10,000 general maintenance and annual inspections £35,000 replacement of 1-3 year equipment & flooring (one off)
Allotments	£0	£16,000	£8,700	Development and maintenance of allotments	£16,000 general maintenance £4,700 water butts (Siddick & Stoneleigh) (one off) £4,000 stoneleigh (bees, tree planting) (one off)
Estate management	£0	£10,000		Maintenance of environmental assets	£3,000 Bowling green £7,000 general maintenance
Estate Development	£0	£53,000	£148,000	Development of environmental assets - VP, play areas, green hub, bowling green, siddick, the Ranch. Includes £106k for tennis court project, £45,000 for a Green Hub project which will only go ahead if funding obtained	£45,000 Green hub £2,000 Bowling green £3,000 Siddick £3,000 The Ranch £2,000 activity markings VP (one off) £5,000 cast iron lampposts rennovation VP (one off) £35,000 brewery house play area (one off) £106,000 tennis courts (one off)
Nature Partnership	£23,500	£25,500		Workington Nature Partnership.	£23,500 standard contribution £2,000 materials/general support
Estate Development (Park, Play Areas, Ranch and Allotments)	£99,500	£0		Costs related to development within Vulcan Park, Play Areas, The Ranch, Allotments and the Bowling green	
Park Maintenance (Park, Play Areas, Ranch, Bowling green)	£30,000	£0		Costs related to the general maintenance and upkeep within Vulcan Park, Play Areas, The Ranch and the Bowling green	
Allotments maintenance	£16,000	£0		Costs relating to maintenance of allotment sites - pest control, skip hire, tree works and virtual terminal fees	
Total Environment	£203,000	£175,500	£191,700		

Total Environment 25-26			£367,200
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DRAFT Budget 25-26

	Total available budget 25-26
Totals	
Finance & General Purposes	£679,044
Development	£10,000
Culture	£222,700
Environment	£367,200
Total	£1,278,944

Current Budget 2024-2025

	Total available budget 24-25
Totals	
Finance & General Purposes	£576,509
Development	£10,000
Culture	£197,200
Environment	£203,000
Total	£986,709

Difference	£292,235
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DRAFT Budget 25-26

	Budget
Total base budget	£1,070,744
Total one off project costs	£208,200
Total expenditure	£1,278,944

	Funded by
Allotment Rent	£12,500
Dividend	£7,500
External Funding	£151,500
Car Park	£1,000
Total income	£172,500

(£66.5K LTA, £20K CC, £20K other, £45K Green hub not secured)

Reserves request	£35,700
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Total precept request 25-26	£1,070,744
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Band D 24/25 £138.36

Band D 25/26 £144.75

Percentage increase 4.62%

25% minimum reserve 25-26	£267,686
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