**Workington Town Council**

Town Hall, Oxford Street, Workington, CA14 2RS

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Date of issue: Monday 23rd September 2024

To Members of the Finance and General Purposes Committee:

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| --- | --- |
| Cllr Mike Rollo (Chair) | Cllr David Farrar (Vice Chair)  |
| Cllr Beth Dixon | Cllr Tricia Poole |
| Cllr Michael Heaslip | Cllr Stephen Stoddart |
| Cllr Allan Hodgson | Cllr Ellie Wood |
| Cllr Bernadette Jones |  |

**(Copy for information only to other members of Workington Town Council)**

You are summoned to a meeting of Workington Town Council’s Finance and General Purposes Committee on **Monday 30th September 2024 at 6.30pm**.

The meeting will take place at the Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.

Yours faithfully,

****

Emma Chapman

Chief Officer/RFO

**AGENDA**

1. **Absences:** To note any absences.
2. **Declarations of Interest:** To receive any declarations of interest relating to matters which appear on this agenda.
3. **Exclusion of Press and Public:** To consider any agenda items of which the press and public should be excluded.
4. **Public Participation:** To consider any agenda items in which public participation will be permitted.
5. **Minutes of previous meetings:** To approve the minutes of 22nd July 2024 and affirm them a true record.
6. **Public Questions:** To consider any questions from electors, of which notice has been given.
7. **Questions and Statements from Members:** To consider questions and statements by members of which notice has been given.
8. **Motions on Notice:** To consider any motions from members of which notice has been given.
9. **Budget**
10. To note the budget monitoring report and income summary YTD.
11. To approve the bank reconciliation and statement of accounts for July and August 2024.
12. To approve an invoice for the painting of the Town Hall at a cost of £1,380.
13. To approve an invoice for legal fees for the lease of office space at the Town Hall at a cost of £1,750 ex VAT.
14. To consider approval of first aid training costs for staff.
15. **AGAR update:** To note the report for information.
16. **Recommended Financial Updates:**
17. **Mayoral Fundraising:** To note the report for information and make any decisions required.
18. **Council’s current account:** To note the report on HSBC banking arrangements and make any decisions required.
19. **Financial Regulations:** To note the report, approve amendments to the Council’s financial regs and recommend to Full Council.

1. **Civic / Trusteeship**
2. **Mayoral protocol:** To note the report and consider taking to Full Council for adoption.
3. **Mayoral regalia:** To note the report for information and make any decisions required.
4. **Policies:** Committee to consider the following policies to take to Full Council for adoption.
5. Anti-harassment and bullying
6. Complaints policy and procedure
7. Emergency and Dependants Leave
8. Equality and Diversity
9. Maternity Leave and Pay
10. Paternity Leave and Pay
11. Performance Improvement
12. Sickness and absence
13. Call out policy
14. Training and Development
15. Vehicles Policy
16. Whistleblowing
17. Flag policy
18. **Polling District and Polling Place Review:** To note the information received from Cumberland Council and discuss if any action is required from the Council.
19. **Agreements:**
20. Committee to note the signed lease between Cumberland Council and WTC for office space at the Town Hall.
21. Committee to note the signed license between Cumberland Council and WTC for land at Springfield Park for the installation of a play area.
22. **Twinning**: To note the details of the charter signed by WTC and Selm.
23. **Freedom Parade:** Committee to note the report and make any decisions required.