

Workington Town Council

Town Hall, Oxford Street, Workington, CA14 2RS

Telephone: 01900 702986

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Website: www.workingtontowncouncil.gov.uk



Minutes of the Full Council meeting of Workington Town Council held on Wednesday 29th January 2025 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	Absent*	Cllr Mike Rollo	Present
Cllr Mark Fryer	Absent*	Cllr Neil Schofield	Present
Cllr Hilary Harrington	Absent	Cllr Kate Schofield	Present
Cllr Michael Heaslip	Present	Cllr Stephen Stoddart	Absent*
Cllr Allan Hodgson	Present	Cllr David Tennyson	Absent
Cllr Bernadette Jones	Present	Cllr Lynda Williams	Absent*
Cllr Paul Larkin	Absent*	Cllr Ellie Wood	Present
Cllr Susan Martin	Present	Cllr Joan Wright	Present

In attendance: Chief Officer/RFO and 4 members of the public.

At the start of the meeting the Council observed one minutes silence in memory of Peter Hayes, Town Clerk for the Council from 2001 – 2012 who sadly passed away recently.

24.109 Absences: Absences notified prior to the meeting were noted from Cllrs Sue Fryer, Mark Fryer, Paul Larkin, Sean Melton, Stephen Stoddart and Lynda Williams.

24.110 Declarations of Interest: None

24.111 Exclusion of Press and Public: None.

24.112 Public Participation:

The Mayor had been notified prior to the meeting that a member of the public wished to make a statement with regards to agenda item 15. Specifically minute number FG24.82 from the Finance and General Purposes committee meeting which took place on 20th January 2025. The member of public was invited to speak and made the following statement,

'The proposal for an unreasonable customer behaviour policy and procedure is not required, as a policy of this nature has been in place for many years which states The Mayor deems what is suitable behaviour at meetings by members of the public, adopting a separate policy is not required and undermines The Mayor's authority at meetings'

The Council noted the statement.

Council permitted Inspector Aiston to give the Council an update and answer any questions.

The Inspector advised that ASB figures are down for Workington and continue to drop. Additional Officers patrol hot spot areas identified within the town and additional funding has been secured for the pub watch scheme and to hire SIAs to help work weekends and large events to ensure everyone's safety.

The Inspector was aware of the issues concerning parking around schools and these are being addressed by police patrols and working with Cumberland Council.

Offroad bikes have been seen using The Line as a racetrack. The police are monitoring this and using new drones to pinpoint those responsible. It was also noted that a racetrack was being built by the railway line near Siddick; many residents had reported it to the police, and it looks as though no action has been taken. The Inspector said he would investigate this but encouraged the reporting to continue and suggested using what 3 words to pinpoint locations.

It was discussed that fly tipping can't be enforced by the Police and is a matter for the principal authority. It was noted that WTC have reported fly-tipping to Cumberland Council previously but as it has occurred on WTC land it is pushed back to WTC to sort. Inspector suggested looking at the areas where the fly-tipping is happening and try and make the area more secure with fencing/cameras.

The Inspector has investigated reports of allotment break-ins and there have been none, other than the Park Lane allotment where equipment was stolen. The Inspector encouraged all break-ins to be reported, however small they may seem.

Councillors then asked the following questions:

- Moorclose Park swing chains being cut – the Inspector advised that there was little that could be done as there was no evidence as to who had carried out this vandalism. He would be happy to work with the Council to look at how the play areas could be made safer with lighting and CCTV possibly being installed.
- A report of the attempted theft of a charity box from a pub was reported to the Police towards the end of 2024, with staff from the pub tackling the thief. The Police did not attend the scene. The Inspector advised he would investigate this as this was not acceptable.
- The level of violence in town is said to be decreasing, but there were reports of young adults running after younger children in town with machetes. This is obviously very concerning and makes residents feel unsafe. The Inspector advised that the young adults in question were searched and no weapons were found.
- It was asked what the criteria is when a dispersal order is put in place and does this mean people who aren't causing issues are moved on without need. The Inspector advised that dispersal orders are only for people who have been causing ASB and can then be asked to leave an area. It does not mean all young people/children are asked to leave, only those who are creating problems.

24.113 Minutes from previous meeting

Resolved: Council approved the minutes from the 28th November 2024 meeting and affirmed them a true record.

24.114 Public Questions: None

24.115 Questions and Statements from members: None

24.116 Motions on Notice:

The Council considered a motion from Cllr David Farrar to move the start time of Full Council meetings to 6pm.

Council voted: FOR 15, against 0, abstain 1.

Therefore, the motion was passed.

Resolved: Future Full Council meetings are to start at 6pm.

24.117 Reports from Outside Bodies

a) Inspector Aiston participated in the public participation agenda item noted in minute 24.112.

24.118 Outside Bodies

a) **Resolved:** Council nominated Cllr Michael Heaslip to the Workington Town Deal Board.

b) **Resolved:** Council nominated the following Councillors to the Workington & District Twinning Association – Cllr Denise Rollo, Cllr John Mills, Cllr Bernadette Jones and Cllr Susan Martin.

24.119 Mayoral Engagements

Council noted the report for information.

The Mayor informed the Council of the details of the funeral of Peter Hayes and reminded Cllrs that The Mayor's civic dinner was planned for Sat 15th Feb at Washington Central Hotel.

Cllr Beth Dixon asked for the staff and all involved with the Christmas Festival and Light Switch On to be thanked for all their hard work in making the event such a success.

24.120 Terms of reference and delegations of council committees

Resolved: Council approved to adopt the revised document.

24.121 Committee vacancies

a) Cllr Tricia Poole nominated herself to be a member of the Environment committee. No other nominations were received.

Resolved: Cllr Poole is a member of the Environment committee.

b) Cllr David Farrar nominated himself to be a member of the Sustainable Development committee. No other nominations were received.

Resolved: Cllr Farrar is a member of the Sustainable Development Committee.

24.122 Budget 2024 – 2025

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

b) **Resolved:** Council approved a virement of £3,051 from the salaries budget line to the telecoms and IT budget line.

c) **Resolved:** Council approved for the Twinning budget line to be moved from Culture to F & GP.

24.123 Committee Minutes

Resolved: Council noted the minutes from the F & GP meeting which was held on 20th January 2025.

24.124 Internal Auditor

Resolved: Council appointed Jean Airey as their internal auditor for 2025-2026.

24.125 Asset Register

Resolved: Council approved the asset register as a working document.

24.126 Policies

a) Resolved: Council approved and adopted the Investment Policy.

b) Resolved: Council approved and adopted the Unreasonable Customer Behaviour Policy and Procedure.

24.127 Budget 2025-2026

Council considered the draft budget as recommended by F & GP.

It was requested that the word 'requests' was removed from the description for the Funding budget line under Culture.

It was noted that Council would be using general reserves to cover costs for one off projects. Projected expenditure noted by Council in minute 24.122a to the end of March estimates the Council will have more than sufficient reserves to allow for this use.

Council took a vote:

FOR 16, against 0, abstain 0.

Therefore, the budget and precept request for 2025-2026 was approved.

Resolved: Council approved the budget for 2025-2026 and are to submit a precept request of £1,070,744 to Cumberland Council.

Meeting ended at 7.40pm.



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

Mayoral Engagements			
DATE	TIME	EVENT	VENUE
Thursday 30th January	1:15pm	Talk with the Over55 Group	Harrington Youth Club
Friday 7th February	1pm	Victoria Infants Non-Uniform Day – Mayor’s Charity Fundraising	22 Islay Place, Workington CA14 3XB
Friday 7th February	1:45pm	Victoria Juniors Non-Uniform Day – Mayor’s Charity Fundraising	Victoria Rd, Workington CA14 2RE
Monday 3rd March	2:30pm	Newland Care Centre - PIE OFF Competition	Newlands Parks, CA14 3NE

Deputy Mayor Engagements			
DATE	TIME	EVENT	VENUE
Monday 10th February	7pm	Scouts Award Presentation	Fletcher Street, Workington

Author
Siobhan Bridge
Senior Business Support

Workington Town Council Budget Monitoring Report

Full Council

Current Year 2024/25							
	Agreed Budget	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 25-Feb-25	Committed Expenditure	Balance at 31-Mar-25
Finance & General Purposes	579,009	0	0	579,009	352,779	134,977	91,252
Culture & Community	194,700	0	0	194,700	166,412	6,021	22,267
Sustainable Development	10,000	0	0	10,000	120	3,600	6,280
Environment	203,000	31,000	0	234,000	212,418	16,306	5,275
	986,709	31,000	0	1,017,709	731,730	160,904	125,075

Reserves	as at 25-Feb-25	
Balance brought forward		290,015
Precept Received	986,709	
All other receipts	110,260	
Total receipts		1,096,969
Staff costs	292,703	
Loan interest/capital repayments	11,671	
All other payments	427,356	
Total payments		731,730
Period end balance		655,254
Minimum reserve (25% of budget)		254,427
		400,827

est. to 31-Mar-25			
Committed		Budget	
	290,015		290,015
986,709		986,709	
113,807		113,807	
	1,100,516		1,100,516
372,042		398,958	
11,671		12,000	
508,921		606,751	
	892,634		1,017,709
	497,897		372,822
	254,427		254,427
	243,470		118,395

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	0
1150	Income Car Park	1,000	0	1,000	1,000	0	0
1160	Income - Dividend	6,500	0	6,500	5,372	1,773	645
1190	Mayoral Fundraising	0	0	0	1,678	0	1,678
1999	Income - Other	0	0	0	17,892	0	17,892
		994,209	0	994,209	1,012,651	1,773	20,215

Culture & Community							
1200	Income - Party in the Park	0	0	0	720	0	720
1220	Income - Theatre by the Hall	0	0	0	300	0	300
1230	Income - Christmas Festival	0	0	0	2,955	0	2,955
1265	Income - Reach Out	0	0	0	130	0	130
1280	Income - Festival of Running	0	0	0	2,661	0	2,661
1999	Income - Other	0	0	0	99	0	99
		0	0	0	6,865	0	6,865

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

Environment							
1100	Income - Grants & Donations	0	0	0	62,510	0	62,510
1310	Income - Rents	8,500	0	8,500	14,570	1,774	7,844
1999	Income - Other	0	0	0	373	0	373
		8,500	0	8,500	77,453	1,774	70,727

1,002,709	0	1,002,709	1,096,969	3,547	97,807
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Mrs Emma Chapman
Workington Town Council
The Town Hall
Oxford Street
Workington
Cumbria
CA14 2RS

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-122003-5443
Insured	Workington Town Council
Business	Parish / Town Council
Period of Insurance	
From	31 st March 2025
To	30 th March 2026

and any other period for which cover has been agreed.

Renewal Premium	£ 4,663.90
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	148580483
Long term agreement active until	31 st March 2027
Preparation Date	18 th February 2025
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACH09

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

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Minutes of the meeting of Workington Town Council's Sustainable Development Committee on Monday 3rd February 2025 at 6pm at Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.

Cllr Sean Melton (Chair)	Present	Cllr David Tennyson (Vice Chair)	Absent
Cllr Mary Bainbridge	Absent	Cllr David Farrar	Present
Cllr Hilary Harrington	Present	Cllr Mike Rollo	Present
Cllr Bernadette Jones	Present	Cllr Kate Schofield	Present
Cllr Paul Larkin	Absent*	Cllr Neil Schofield	Present

In attendance: Finance Officer/DPO.

D24.52 Absences: Notified absence was received prior to the meeting from Cllr Paul Larkin.

D24.53 Declarations of Interest: None.

D24.54 Exclusion of Press and Public: None.

D24.55 Public Participation: None.

D24.56 Minutes of previous meetings

Resolved: To approve the minutes of the 30th October 2024 meeting and affirm them a true record.

Cllr Kate Schofield & Cllr Neil Schofield joined the meeting at 6:05pm

D24.57 Public Questions: None.

D24.58 Questions and Statements from Members: None.

D24.59 Motions on Notice: None.

D24.60 Budget

Committee noted the report for information.

D24.61 Pre-meeting planning applications

Committee noted the report for information.

Comment was made regarding the frequency of committee meetings to allow the public to attend and interact with the planning process.

D24.62 Planning Applications for consideration: The following applications were reviewed by Committee with the outcome of discussions below.

No.	Reference No.	Address	Description
A	<u>OUT/2023/0018</u>	Parcel of land adjacent to Solway Road, Workington	Outline planning application with access for proposed commercial/ light industrial estate [Amendment: Design & Access Statement 10-1-2025 and Amended Documents received 20-12-2024]
Committee comments: Committee requested that officers contact Cumberland Council to confirm that the additional information noted in the Highways response to the application has been received before submitting any comment on behalf of the council			
B	<u>HOU/2025/0017</u>	40 Elterwater Avenue, Workington, CA14 3JZ	Proposed Single Storey Rear Extension & Internal Alterations
Committee comments: No comments on this application			
C	<u>FUL/2025/0005</u>	Vacant land adjacent to Salisbury Street, on corner of Moss Bay Road, Workington	New build garage and store
Committee comments: No comments on this application Committee requested that officers contact The Coal Authority for further information on their objection, specifically to obtain further details of the Development High Risk Areas within the parish boundary.			

Resolved: To log relevant responses on Cumberland Council's planning portal.

Resolved: To contact The Coal Authority for further information on Development High Risk Areas within the parish boundary.

D24.63 Previous Application Responses

Committee noted the report for information.

D24.64 Cumberland Council Planning Policy Teams Meeting

Committee noted the report for information.

D24.65 Environment Agency Flood Warning Service Testing

Resolved: Officers to submit an expression of interest for the council to take part in the beta test of the Environment Agency's new flood warning service.

The meeting ended at 6:18pm.

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Minutes of the Culture & Community Committee Meeting of Workington Town Council which took place at 6.30pm on Tuesday 4th February 2025, held in Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.

Cllr Ellie Wood (Chair)	Present	Cllr Susan Martin (Vice Chair)	Present
Cllr Beth Dixon	Absent*	Cllr Paul Larkin	Present
Cllr David Farrar	Present	Cllr Tricia Poole	Present
Cllr Sue Fryer	Absent*	Cllr Stephen Stoddart	Absent*
Cllr Allan Hodgson	Present	Cllr Joan Wright	Present

In attendance: Chief Officer/RFO.

C24.68 Absences: Notified absences prior to the meeting were received from Cllr Beth Dixon, Cllr Sue Fryer and Cllr Stephen Stoddart.

C24.69 Declarations of Interest: Cllr Poole wished for it to be noted that there were some items involving the Helena Thompson Museum on the agenda. Committee agreed that these would not require Cllr Poole to leave the room as the reports where the Museum is mentioned were for information only.

C24.70 Exclusion of Press and Public: None.

C24.71 Public Participation: None.

C24.72 Minutes of the Previous Meeting

Resolved: Committee approved the minutes from the meeting on 29th October 2024 and affirmed them a true record.

C24.73 Public Questions: None.

C24.74 Questions and Statements from Members: None.

C24.75 Motions on Notice: None.

C24.76 Budget 2024-2025

Committee noted the budget monitoring report for information.

C24.77 Workington Gateway Project: Creative Conversations

Committee noted the report for information.

C24.78 Funding/commission support

Resolved: Committee noted that support had been provided for the following, approved by the Chair and Vice Chair in between meetings:

- a) £550 funding to STAR to host a Christmas event for the local community from the youth and community budget line.
- b) £600 funding to West Cumbria Search and Rescue for general running costs to support the services they provide to the town from the youth and community work budget line.

C24.79 New funding/commission requests:

Resolved: To provide funding of £1,000 to Autism Support Allerdale and Copeland for their new sensory room from the youth and community work budget line.

Resolved: To provide funding of £1,000 to Workington Bowling Club for new sports equipment for children to partake in bowling activities from the youth and community budget line.

Resolved: To pay £2,500 to Over The Rainbow CIC for a platinum sponsors package as part of their Workington Pride event. This will come from the Cultural Celebrations budget line in the 2025-2026 budget.

Resolved: To decline the funding application from Cumbria Community Foundation.

C24.80 Youth Council Report

Committee noted the report for information.

C24.81 Events Programme 2025

Committee noted that the Hall Park Light Show held by Cumberland Council in Nov/Dec 2024 would not be repeated in Workington in 2025 and would instead take place in Egremont. The committee expressed disappointment that Workington did not appear to have any events planned by Cumberland Council in 2025.

Resolved: To write a letter to Cumberland Council formally asking why Workington is missed off their events programme and a breakdown of budget spent on other towns within the Cumberland area.

Committee noted the event programme 2025 report for information.

Resolved: To book Basil Brush as the headliner act at Party in the Park. The cost of £2,650 will be covered by the event budget set for Party in the Park in the 25-26 budget.

Resolved: To book Liberty X as the headliner act for the Christmas Festival. The cost of £7,500 plus accommodation will be covered by the event budget set for the Christmas Festival in the 25-26 budget.

Resolved: To ensure that all charities attending WTC events have at least a year's worth of accounts available on the charity commission website.

Resolved: To request that all charities attending WTC events have the correct license in place with the principal authority to carry out their fundraising activities.

Meeting ended at 8pm.

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Minutes of the Environment Committee Meeting of Workington Town Council, held on Thursday 13th February 2025 at 6.30pm in the Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.

Cllr Michael Heaslip (Chair)	Present	Cllr Bernadette Jones (Vice Chair)	Present
Cllr Mary Bainbridge	Absent	Cllr John Mills	Present
Cllr Beth Dixon	Present	Cllr Susan Martin	Present
Cllr Sue Fryer	Absent*	Cllr Sean Melton	Absent
Cllr Hilary Harrington	Present	Cllr Tricia Poole	Present

In attendance: Cllr Mike Rollo as a substitute for Cllr Sue Fryer, Chief Officer/RFO and one member of the public.

E24.85 Absences: Notified absences prior to the meeting were received from Cllr Sue Fryer.

E24.86 Declarations of Interest: None.

E24.87 Exclusion of Press and Public: None.

E24.88 Public Participation: None.

E24.89 Minutes of the previous meeting

Resolved: Committee approved the minutes from 7th November 2024 and affirmed them a true record.

E24.90 Public Questions: None.

E24.91 Questions and Statements from Members: None.

E24.92 Motions on Notice: None.

E24.93 Environment Budget

Committee noted the report for information.

Money remaining in the Streetscene budget line would be committed following committee consideration of items further on in the agenda.

£3,500 from the committed expenditure showing against the Estate Development budget line is to be released as Officers have come under budget on some completed projects. This will then allow for £5,000 to be vired to the Park Maintenance budget line (following approval from Full Council) to allow for the purchase of new electrical equipment for the Estates Team.

E24.94 Street Displays

Committee noted the report for information.

Resolved: Committee agreed £4,419 from the Streetscene budget line to cover the cost of the new mangers and hanging baskets required.

E24.95 Green Grants Feedback

Committee noted the feedback report from High Harrington Community Centre for information.

E24.96 Streetscene

- a) **Resolved:** Committee agreed to the additional budget of £2,424 from the Streetscene budget line to pay for a new defibrillator at Barepot.
- b) **Resolved:** To create a policy outlining the process for defibrillator considerations and location.
- c) **Resolved:** To discuss with the police a way forward about the proposed meeting structure as committee did not feel that this would work for the Council.

d) Workington Gateway

Committee discussed concerns about the location of the pocket park in relation to the traffic being at close proximity.

A suggestion was made that a fitting memorial for the miners of the town could be accommodated in this area.

Committee would like to discuss using plants that reduce emissions to be planted and the building that is still in this location would benefit from some sort of covering or planting to hide some unsightly areas.

Resolved: The Chair and Chief Officer arrange a meeting with Cumberland Council to discuss the pocket park element of the Workington Gateway project in detail.

E24.97 Estate Development

a) Tennis Courts

Resolved: Committee agreed to charge £4 per hour per court and offer an annual household pass of £25 as recommended by the Lawn Tennis Association.

b) Relocation of existing equipment in Vulcan Park

Resolved: Committee resolved to move two of the basketball hoops to the area in Vulcan Park where the band stand stood.

Resolved: Committee were happy for Officers to find suitable locations for the mini tennis nets, basketball hoop and panna court and report back to committee at a future meeting.

The previously agreed activity markings planned for the band stand area would be located elsewhere on paths around the park.

c) Green Hub

Committee noted the report for information.

d) Land Acquisitions

Resolved: To request F & GP to approach Cumberland Council with regards to land acquisitions for the following areas:

- Mountain View allotments
- Stoneleigh allotments
- Moorclose Park
- Southfield school playing field
- Northside play area
- Bankfield Mansion Gardens
- Banklands cemetery

E24.98 Park Maintenance

a) Play area map and list: Committee noted the report for information.

Committee asked for number 19 Wentworth Park to be checked as they believe this is on Oak Drive.

b) Play area annual inspections: Committee noted the report for information.

c) Estates Team electrical equipment:

Resolved: Committee agreed to ask Full Council to vire £5,000 from the Estate Development budget line to Park Maintenance to cover the cost of £4,057 for new electrical equipment. This would also cover the overspend of £725 on this budget line.

E24.99 Allotments

Committee noted the report for information.

E24.100 Workington Nature Partnership

Committee noted the report for information.

The Chair has requested a meeting with Cumberland Council planners and the portfolio holder to discuss issues of silt at Harrington from the new housing developments.

There are also new concerns with the new housing development being built at Seaton.

The meeting ended at 8.11pm.

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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 24th February 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	Present	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.

FG24.88 Absences: None

FG24.89 Declarations of Interest: None

FG24.90 Exclusion of Press and Public: Press and public would be excluded from part two of the agenda.

FG24.91 Public Participation: None

FG24.92 Minutes of the Previous Meeting

Resolved: To approve the minutes of the 20th January 2025 meeting and affirm them a true record.

FG24.93 Public Questions: None

FG24.94 Questions and Statements from Members: None

FG24.95 Motions on Notice: None

Cllr Ellie Wood arrived at 6.31pm.

FG24.96 Budget 2024-2025

Committee noted the budgeting monitoring and income summary reports YTD.

Resolved: Committee approved the statement of accounts and bank reconciliation for December 2024 and January 2025.

Resolved: Committee noted payments made under SO27 for £990 to Burnetts from the legal budget line and £2,583 for the repair of the flood lights in Vulcan Park from the contingency budget line.

FG24.97 Council Committees

Committee discussed if the current committee structure was still effective for council business. It was agreed that a review was needed.

Councillors to feedback any suggestions to the Chief Officer asap.

Resolved: Chair and Chief Officer to prepare a plan for consideration for the next committee meeting in April.

FG24.98 Twinning

Committee noted the report from the Twinning Association.

Committee discussed that four Councillors had officially been appointed to the Twinning Association and dates for meetings were currently being set.

WTC Officers would also attend meetings and prepare reports to feedback to committee.

Resolved: Committee requested to see a copy of the most recent minutes from the Association's meetings.

Resolved: To approve funding of £2,500 for the Twinning Association from the 2024-2025 Twinning budget line.

FG24.99 Policies

Resolved: To recommend to Full Council to approve and adopt the updated mayoral protocol policy.

Resolved: To recommend to Full Council to approve and adopt a new member travel policy.

FG24.100 My Council Services Software

The Chair gave an overview of the system and how it would benefit the Council.

It will allow the Council to be more efficient and allow for growth in the future.

The Council would enter into an agreement for one year, with the option to renew in future years at a reduced cost.

Resolved: To proceed with the implementation of My Council Services Software at an initial year one cost of £9,995 from the 25-26 IT budget line.

FG24.101 Council equipment

Committee noted that we would not be looking to repair the Tannoy system in the park. This is very outdated and no longer H & S compliant. As it is a fixed system it can only be used for events in the park, which are approx. 2-3 per year. Purchasing a portable PA system will allow greater flexibility and use at any location throughout the town.

Resolved: To purchase radios and licenses as required up to a cost of £4,180.92 from the 24-25 contingency budget line.

Resolved: To purchase a PA system and supporting equipment up to a cost of £3,424.57 from the 24-25 contingency budget line.

FG24.102 Civic Robes

Resolved: To dispose of the two blue Councillor robes and one black clerk robe that are irreparable and remove from the asset register.

Resolved: To carry out a review of the Aldermanic robes at the Helena Thompson Museum, as some repairs may be required.

Resolved: To send a formal letter to a previous Councillor to request that the robe they have is returned to the Council asap.

FG24.103 Freedom of Information Requests

Committee noted the report for information.

FG24.104 Freedom Parade

Committee noted the report for information.

It was requested that it be noted that the wording is Freedom of the Borough (and not Freedom of the Town).

PART TWO – CONFIDENTIAL

Minutes removed

Workington Town Council

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Workington Town Council **Mayoral Protocol**

Introduction

The Mayor is the first citizen of the Town, who acts as the civic head of the Town Council and, in their capacity as Chair of Council, chairs the Council meetings. The Mayor is the public face of the Council and attends civic and community functions on behalf of the Council.

As the first citizen, the Mayor is a symbol of the authority of the Council and it is their duty to represent and promote the interests and welfare of the Town and all those who live, work and visit the Town. The Mayor gives recognition, appreciation and encouragement to all those groups and individuals who contribute to the life of the Town.

The Mayor is elected amongst the councillors at the Annual Town Council Meeting in May each year and is assisted by a Deputy Mayor, who is also elected by the Council. As Chair of the Council, it is the Mayor's duty to chair Full Council meetings and uphold the Standing Orders. As Chair of Council, the Mayor has the casting vote, in case of equality of votes at the council meetings.

Policy Aim

The purpose of the policy is to make clear the role of the Mayor or Deputy Mayor in the absence of the Mayor.

This includes when to and when not to wear chains/robes, attendance at functions and the procedure for invitation acceptance.

Civic Insignia, Robes, Chain and Mace

The Town Mayor and Deputy Mayor each have separate chains of office; The Mayor also has a separate robe. The Deputy Mayor may only wear civic insignia designated to the Deputy Mayor and may not wear The Mayor's robes or chains.

Consort chains should be worn by attendants approved by the Town Council and should not in any case be worn by other parties accompanying The Mayor or Deputy Mayor.

The rules governing the civic dress code are as follows:

1. At events where Royalty is present (organised by WTC or not):
 - Mayor: Full Robes, Chain and accompanied by the Mace Bearer
Appropriate dress will be confirmed with function organisers where necessary.
 - Deputy Mayor: Full Robes and Chain
2. Civic Dinners:
 - Mayor & Deputy Mayor: Chains only
3. Civic Events organised by WTC (civic service, Remembrance):
 - Mayor & Deputy Mayor: Robes, chains and accompanied by the Mace Bearer

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4. Civic Events not organised by WTC
 - Mayor and Deputy Mayor: Chains only
5. Non civic events within the Town at which Royalty is present:
 - Mayor & Deputy Mayor: Chains (and Robes if requested by organising body)
6. Non civic events within the Town at which Royalty is not present:
 - Mayor & Deputy Mayor: Chains only
7. Charity meetings, fetes, bazaars etc. within the Town:
 - Mayor & Deputy Mayor: Chains only
8. Any function outside the Town:
 - Mayor and Deputy Mayor: Chains only

Special circumstances are to be discussed with the Chief Officer and Chair of the Finance and General Purposes Committee before agreement will be made to any deviation from the above.

Protocol for wearing Mayoral Chains

Wearing chain of office outside the Parish: A civic leader should only wear his chain outside the parish boundary when invited to an event by the Mayor/chairman of the area to be visited. The Mayor should not wear robes.

Dress: The mayoral chain should never be worn with the uniform of the Armed Services but may be worn with the uniform of the Lieutenancy of the County or clerical dress.

When wearing the chain of office, dress should be of a standard in keeping with the position of Mayor.

Civic occasions: The chain must be worn for the annual meeting of the council and Remembrance Sunday (or any other Civic Service) to symbolise for all to see our proud heritage and tradition of democratic government.

Other occasions: The mayoral chain may only be worn at events to which the Mayor has been invited as a representative of the Council and attendance at the event has been sanctioned by the Council.

When wearing official robes the Mayor/Deputy Mayor should bow:

- Acknowledging salutes
- During the playing of the National Anthem
- In the presence of a member of the Royal family
- As each section passes the salute
- When the colours pass

It is traditional for outgoing Mayors to be given a past Mayors badge of office which may only be worn:

- When the Mayor is in robes at a Council meeting
- When the Mayor asks for such badges to be worn
- At invited ceremonial events when robes are worn

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- When invited to do so in another authority's area

The Mayors' Attendant - Consort

Regardless of gender or marital status, the person The Mayor wishes to be their attendant for their time in office shall be referred to as 'Consort' and shall be aged 18 years or over.

The Mayor may choose more than one Consort to assist with availability at functions. If this is the case, the chains designated to the Mayor's Consort should be shared.

The Mayor's Consort chains are not to be worn by anyone else.

Mace Bearer

The Council appoints the Sea Cadets as the organisation to provide a Mace Bearer for the Council's civic events throughout the Mayor's tenure. The selection of the Sea Cadet to carry out the function of the Mayor's Mace Bearer is the responsibility of the individual organisation and Officers will arrange details of this with the Sea Cadets when a new Mayor has been elected by Council. The Council will provide an annual honorarium of £500 per year for the services of the Mace Bearer. No other payments or expenses will be covered, and honorarium arrangement will cease if a new organisation is appointed at the discretion of the Council.

Mayor's attendance at events

The Mayor of Workington attends many events each year. They help to raise the profile of many local groups, charities and businesses and promote and celebrate the town's many organisations' achievements and milestones.

Invitations to events may include:

- Civic events
- Community events
- Fundraising events for local charities
- Launch events – for local businesses and community groups
- Visits to local community groups, schools and care homes
- Hosting receptions for visiting dignitaries and other community leaders
- Attending religious events of all denominations – attending a religious or other service of another faith is the outward show that they are the Mayor of all the people and of the right to worship freely.

Any invitation to an event which is considered as putting the Town Council at reputational risk or which could be considered as in conflict with the Town Council's ethical responsibilities will be refused.

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Procedure for inviting The Mayor to events

The Mayor is unable to accept direct invitations.

The Mayor is to be invited to functions using the Council's 'Mayor's Engagement Form' which can be found on the Council's website – www.workingtontowncouncil.gov.uk/themayor

Completion of the form does not guarantee the Mayor's attendance. Official invitations need to be received and accepted by Officers of Workington Town Council.

Once received, Officers will review the information and advise within 5 working days if The Mayor is able to attend.

If the Mayor is unable to attend an event, the invitation will be extended to the Deputy Mayor. All the procedures above apply to the Deputy Mayor when attending an event on behalf of the Mayor.

At the Event

The Mayor or Deputy Mayor should be met on arrival by a member of the organisation indicated on the Mayor's Engagement Form and The Mayor should be accompanied when being introduced to key personnel. The Mayor's Consort has no civic standing but will accompany the Mayor throughout the event if attending.

Press

If organisers wish for press coverage at their event, they are responsible for contacting them directly.

Speeches

If The Mayor is to propose or respond to a Toast, or make a speech, prior notice should be given. Relevant details of the subject matter and any background or further information should be noted on the Mayor's Engagement Form. The Mayor should be accorded the privilege of being the first speaker, if the event is taking place within the parish of Workington. If the Mayor does not speak, the speaker(s) should acknowledge their presence.

Order of Precedence

The Mayor, as the first Citizen of Workington, is entitled to precedence in all places and on all occasions within the parish boundaries of the town of Workington, with the exception of the King or one of his representatives. Accordingly, the Mayor should be always given first place and, on formal occasions, should be seated on the immediate right of the Chair or other person presiding.

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The Mayor's Consort should be seated on the immediate right of the Mayor. The Deputy Mayor, when acting for the Mayor, should be accorded the same precedence.

Forms of Address

The Civic Head of the town council is known as The Mayor (regardless of gender). In direct speech it is correct to use "Mr Mayor" or "Madam Mayor" according to gender (the Mayor's preference should be ascertained and respected).

If introducing the Civic Head, it should be as "The Mayor of Workington, Councillor -----".

The Mayor should be introduced first to guests unless a member of the Royal Family or representative of the King is present.

If a member of the royal family will be present, please contact the Chief Officer, who will be able to advise on protocol, by emailing office@workingtontowncouncil.gov.uk

Photographs

The Mayor is happy to pose for photographs when attending an event. If photographs are taken, the Town Council Office request digital copies to be emailed following the event.

Photographs received may be used on the Town Council's websites, social media or in Town Council reports and it will be assumed that, as the photographs have been given to the Town Council, photographic consent has been given by all persons captured in the images. It is the organisers responsibility to get photographic consent.

Please do not email photographs where photographic consent has not been given. Photographs should be emailed to office@workingtontowncouncil.gov.uk.

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WORKINGTON TOWN COUNCIL MEMBER TRAVEL EXPENSE POLICY

Introduction

This policy provides clear guidelines for the reimbursement of travel expenses incurred by members of the Council while performing official council duties. The goal is to ensure that members are fairly compensated for travel costs, while maintaining transparency and accountability in public spending.

This policy applies to all members of the Council who incur travel expenses while performing council-related duties, including but not limited to attending meetings, training sessions, site visits, conferences, and other official activities.

Eligible Expenses

Travel by Private Vehicle

Members may be reimbursed for travel using their own vehicles at the prevailing HM Revenue & Customs mileage rates. Mileage claims should include the total distance travelled and details of routes taken. When using a private vehicle for official council duties, members must ensure that the vehicle is roadworthy, insured for business use, and that they hold a valid driving license.

The current rates for use of private vehicles are as follows:

Mode of transport	First 10,000 business miles	Each business mile over 10,000
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

An additional 5p per passenger per business mile may be claimed for carrying fellow councillors or council employees in a car or van on journeys which are also business journeys.

Public Transport

Reimbursement for the use of public transport (train, bus, taxi, etc.) will be made based on the actual cost of tickets or fares, provided receipts are submitted. When traveling by public transport, members should aim to purchase tickets in advance where possible to ensure the best rates. The most cost-effective and efficient mode of public transport should be used in each instance.

Parking and Toll Fees

Parking and toll fees incurred during official travel are eligible for reimbursement, provided receipts are submitted. Members should make reasonable efforts to minimise such charges wherever possible.

Non-Eligible Expenses

Personal Travel

Travel expenses incurred for personal reasons or unrelated to official council duties are not eligible for reimbursement.

Premium Rate Travel

Members should choose the most cost-effective and practical mode of transport for their journey. First-class (or equivalent) travel is not reimbursable unless a valid justification is provided (e.g., medical need).

Claims Procedure

Submission of Claims

Members must submit travel expense claims to the Chief Officer within one calendar month of the date of the incurred expenses. Claims must be accompanied by original receipts or tickets along with any supporting documentation (e.g., mileage logs, booking form). An expense claim form can be found at the end of this policy.

Approval Process

All travel expense claims must be submitted for review and approval by the Finance & General Purposes Committee. Approved claims will be included in the Council's next available payment run.

Payment

All travel expenses payments will be made via bank transfer.

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MEMBER TRAVEL EXPENSE CLAIM FORM

NAME	
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DATE	TRAVEL FROM	TRAVEL TO	
MODE OF TRANSPORT		No. OF PASSENGERS	
MILES CLAIMED		AMOUNT CLAIMED	

DATE	TRAVEL FROM	TRAVEL TO	
MODE OF TRANSPORT		No. OF PASSENGERS	
MILES CLAIMED		AMOUNT CLAIMED	

Date Reviewed by Chief Officer/RFO	
---	--

Authorised by Chair of F&GP (or Mayor)			
Signature			
NAME		DATE	

Relevant receipts must be attached to Expense form.