**Workington Town Council**

*Trustee of the Borough of Workington*

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**Minutes of the Culture & Community Committee Meeting of Workington Town Council which took place at 7pm on Tuesday 22nd August 2023, held in the Workington Town Council Community Centre, Princess Street, Workington.**

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| Cllr Ellie Wood (Chair) | Apologies | Cllr David Farrar (Vice Chair) | Present |
| Cllr Barbara Cannon | Apologies | Cllr Susan Martin | Present |
| Cllr Sue Fryer | Apologies | Cllr Tricia Poole | Present |
| Cllr Jackie Kirkbride | Dispensation | Cllr Kate Schofield | Apologies |
| Cllr Nath Martin | Present | Cllr Joan Wright | Present |

In attendance: Town Clerk and Deputy Proper Officer.

In the absence of the Chair, the Vice Chair, Cllr David Farrar, chaired the meeting.

**C23.38. Apologies**

Apologies were received and noted from Cllr(s):

Cllr Ellie Wood – ill health, Cllrs Barbara Cannon, Sue Fryer and Kate Schofield – work commitments. Cllr Jackie Kirkbride – dispensation.

**C23.39. Declarations of Interest**

Cllr Poole advised of an interest in items 18 and 21 as the Heritage Group are based at the Helena Thompson Museum for which Cllr Poole is the Manager; however these are non-pecuniary interests.

**C23.40. Exclusion of Press and Public:** None

**C23.41 Public Participation:** None

**C23.42. Minutes of the Previous Meeting**

The minutes of the meeting on 4th July 2023 were agreed and accepted as a true record.

Proposed Cllr Poole, seconded Cllr Wright.

**Resolved:** To accept the minutes of the meeting on the 4th July as an accurate record.

**C23.43 . Public Questions:** None

**C23.44 . Questions and Statements from members:** None

**C23.45 . Motions on Notice:** None

**C23.46. Culture & Community Budget**

1. Committee reviewed the Culture & Community budget YTD.

The committee discussed which budget line should be used for the summer/sports camp activities. It had previously been agreed to come out of the sport budget line so officers started organising the activities with providers. This budget line was then reduced by £3k by Full Council. The issue of where the £3k was then coming from should have gone to a previous committee meeting to be agreed, but it did not. Committee agreed that the invoices for the summer/sports camp activities could be recoded to the Youth Development budget line. The DPO confirmed that all activities were not sport related and were for youths.

1. Science Workshops additional budget

DPO asked the committee to note that the Chair and Town Clerk had approved an additional spend of £1,000 from the Youth Development budget line to pay for additional Science workshops as they were so popular. The DPO advised that the additional money may not be needed depending on final invoices received once all workshops had finished. It was agreed to put a request to F & GP that should the additional £1,000 be needed the committee wishes to vire this from the Youth Development budget line to the Science Workshops budget line.

1. Expected income

The DPO asked the committee to note the following estimated income for future events in 2023:

Fireworks – estimated £3.5k income from ticket sales and £300 from stalls.

Christmas Festival – estimated £500 income from stalls.

Committee agreed to ask permission from F & GP to use actual income received against the specific budget line for these events.

**Resolved:** To note the Culture & Community budget YTD.

**Resolved:** To recode invoices received for the summer/sports camp activities to the Youth Development budget line.

**Resolved:** To request to F & GP permission to vire £1K from Youth Development to Science Workshops budget line should it be needed to cover invoices received.

**Resolved:** To request to F & GP permission to use income received for the Fireworks and Christmas Festival events against those budget lines.

**C23.47. Science Workshops**

The committee received a report on the workshops so far and a budget breakdown.

**Resolved:** To note the report and approve spend for the Science workshops.

**C23.48. Theatre by the Hall**

The committee received a report on the outdoor theatre event and a budget breakdown.

**Resolved:** To note the report and spend for the Theatre by the Hall event.

**Resolved:** To take spend approval to Full Council as it is over the committee’s limit of £10k.

**C23.49. Fireworks**

The committee received a report on the up and coming Fireworks event and a budget breakdown.

Committee noted that expected income is required to cover the costs of the event, hence the request to F & GP and Full Council for income spend approval.

This will be revised for future events so the council allocates the full budget required to cover the event and is not reliant upon / at risk should the expected income not be received.

**Resolved:** To note the report and spend for the Fireworks event.

**Resolved:** To take spend approval to Full Council as it is over the committee’s limit of £10k.

**C23.50. Festival of Running**

The committee received a report on the Festival of Running event and a budget breakdown.

**Resolved:** To note the report and approve spend for the Festival of Running event.

**C23.51. Christmas Festival**

The committee received a report on the up and coming Christmas Festival and a budget breakdown.

The committee discussed the possibility of being able to use Udale Street Car Park for the main stage as the Ramsay Brow project, led by Cumberland Council, has been delayed. A number of options were discussed and the committee agreed that the plans for the main stage should remain outside Bensons for Beds/ The Entertainer as this area will be dressed with Christmas lights and a large 6.5m artificial tree.

It was discussed that the DPO is in talks with the Town Centre Manager with regards to using empty shop units for entertainment and stalls and confirmed no business rates would be charged if the shop was used for less than 24 hours.

The committee discussed the current charges for the stalls and discussed if they should reduce these as stalls would be inside a shop unit (with table space only) and not outside in a 3x3m gazebo. The committee considered options and voted:

Gifts/homeware at £25 and £10 for charities (including table and electric).

Vote: For x 4. Against x 1.

Gifts/homeware at £10 and £7 for charities (including table and electric).

Vote: For x 1. Against x 4.

Therefore committee resolved to charge the following:

Gifts/homeware at £25 and £10 for charities (including table and electric).

Committee agreed to charge £30 for food/drink indoors, £50 for food/drink outside (including table and electric).

**Resolved:** To note the report and spend for the Christmas Festival event.

**Resolved:** To take spend approval to Full Council as it is over the committee’s limit of £10k.

**Resolved:** For the main stage to remain outside Bensons for Beds/The Entertainer as previously agreed.

**Resolved:** To charge stalls attending the Christmas Festival the following fees:

Gifts/homeware at £25, £10 charities, £30 for food/drink indoors, £50 for food/drink outside (all costs include a table and electric if required).

**C23.52. Christmas Lights**

The committee received a report on the Christmas Lights budget and considered the purchase of two trees for Northside and Harrington.

The DPO advised that the current lights owned by the council for Christmas trees in the town (4 sets) are currently unusable. It was suggested that we hire 4 sets of new lights for 2023 to fit within the budget and look at purchasing in years 2 and 3 of the new lighting contract.

Committee discussed charges for Christmas lights owned by the Council that are in storage and agreed a price for them to be sold on eBay on the Council’s account. It was agreed as follows:

5x1m cross street motif x 1 (Christmas tree and snowy houses), sell at a price of £250.

2.5m wall mounts x 4 (Christmas tree and circles), sell at a price of £120 each.

2m wall mounts x 4 (white wire and red top), sell at a price of £120 each.

2.3m wall mount x 2 (snowflakes), sell at a price of £70 each

Snowflakes x 5, sell as a price of £30 each. Dispose of the one snowflake that is broken.

Committee agreed that officers could tweak the prices as required, depending on interest/sales.

The Council’s eBay account links directly to our HSBC account and sales from the Christmas Lights would show as income against the F & GP budget.

At this point in the discussion Cllr Poole left the room.

It was agreed to leave the 2 large cross street motifs with the word ‘Workington’ in storage and review at another meeting (in the New Year) to see if there was budget left over from the Christmas Festival or enough money had been made from the sale of the Christmas lights to cover the £280 delivery charge to bring the 2 motifs to Workington, with a view of donating them to the Helena Thompson Museum (following agreed income spend by F & GP if using income from the sale of lights).

Cllr Poole returned to the room.

Christmas Lights are currently in storage in Yorkshire. Purchasers from eBay will collect direct from the storage unit in Yorkshire (owned by our Christmas Light contractor).

**Resolved:** To purchase 2 x 8ft Christmas trees from Inglewood Farm for £40 each (delivered), to be located at Harrington and Northside, to be spent against the Christmas Light budget line.

**Resolved:** To hire Christmas tree lights for 2 x 25ft trees at a hire price of £532 each for 1 year and to hire Christmas lights for 2 x 8ft trees at a hire price of £177 each per year to be spent against the Christmas Light budget line.

**Resolved:** To sell old Christmas tree lights currently in storage at prices agreed, via the Council’s eBay account:

5x1m cross street motif x 1 (Christmas tree and snowy houses), sell at a price of £250.

2.5m wall mounts x 4 (Christmas tree and circles), sell at a price of £120 each.

2m wall mounts x 4 (white wire and red top), sell at a price of £120 each.

2.3m wall mount x 2 (snowflakes), sell at a price of £70 each

Snowflakes x 5, sell as a price of £30 each. Dispose of the one snowflake that is broken.

**C23.53. Summer/sports camp**

The committee received a report on the summer/sports camp activities and a budget breakdown.

Cllr Poole advised that the number of children who participated in the build a bear and picnic activity held at the Museum was 32.

**Resolved:** To note the report and approve spend for the summer/sports camp activities.

**C23.54. Cultural Commissions**

The committee discussed the purpose of the Cultural Commissions budget line and how the money was to be spent.

Committee agreed to defer this item to the next meeting when more of the committee was present.

**Resolved:** To add Cultural commissions as an agenda item on the next Culture & Community Committee meeting.

**C23.55 . Jane Pit**

The committee noted a request from a member of the public to add a plaque somewhere appropriate in the Town to memorialise those who lost their lives in the pit flooding in 1837.

Cllr Poole advised that she had an update from the Heritage Group who were currently working with Cumberland Council on this and other plans for Jane Pit. These plans were outlined as follows:

Stage 1 – Workington Heritage Group will design and manufacture a bespoke miner’s memorial to be placed in the town centre or in the new gateway project (Ramsay Brow). This memorial will refer to an app which will be developed by Workington Heritage Group to provide detailed history of Jane Pit and other important mining information in Workington and will refer to the people who were lost during the era. There will also be a plaque dedicated to miners in the Workington District.

Stage 2 - Dig Ventures, who WHG are working with, are proceeding with their £24K grant funded project to engage with the local community and schools as a community project in collaboration with WHG.

Stage 3 - following completion of the first two stages; WHG will work together with Cumberland Council to apply for a grant to stabilise the Jane Pit structures.

The committee thanked Cllr Poole for the update.

The committee discussed that although the Town Council applied for funding some years ago to repair Jane Pit and create a memorial / information site, which sadly was unsuccessful, the building and land are owned by Cumberland Council so it would be this council to carry forward any ideas relating to Jane Pit. It was agreed to reply to the letter from the member of the public and outline the plans that Cumberland Council and the Heritage Group have.

**Resolved:** The Town Clerk to write a reply letter to the member of the public advising of the project plans and advise that Workington Heritage Group and Cumberland Council are responsible for the project, should they require any further information.

**C23.56. Reports from Funded Bodies**

Committee were advised that all groups and organisations that are in receipt of funding from Workington Town Council receive an online feedback form to complete on how their funding was spent, if their objectives were met and how their project/event was received.

Feedback is regularly chased and brought to committee as and when it is received.

There was none to report for this meeting.

**C23.57. Future Plans**

The committee reviewed the proposed ideas list that they compiled at the last meeting and officers’ responses were discussed.

The committee decided which events they wished officers to look further into and which not to progress, mainly down to what budget and resource is available.

Suggestions not required in the events 2024 programme:

* Mini triathlon
* Paint the Town Red
* Multicultural jam
* Food festival
* Comedy event
* Outdoor rave/cinema for teens

Suggestions to investigate further /discuss at the next meeting:

* Festival of Running event - with the addition of the half/full marathon and relay / walking options.
* Party in the Park in Vulcan Park.
* Reach Out – with full control being held by WTC.
* Beacon lighting for 80th anniversary of D-Day landings.
* Armed Forces Day – organised by RBL but supported by WTC.
* Nature walks in the park / walkathon.
* Easter trail.
* Outdoor Theatre with Oddsocks.
* Summer/Sports Camp.
* Science Workshops.
* Fireworks.
* Christmas Festival.

To defer to the next meeting for further information:

* Paint Jam
* Outdoor festival of artists

Committee requested that for the next meeting a condensed events plan for 2024 with cost breakdowns for each would be available for consideration.

This would then form part of the budget planning to go to F & GP and Full Council when looking at budget setting for 2024-2025.

**Resolved:** To progress with further investigation for the events listed above for the 2024 programme.

**Resolved:** To defer the following suggestions to the next meeting for further discussion: Paint jam and outdoor festival of artists.

**Resolved:** To provide committee with a refined events plan with cost breakdown for the 2024 events programme at the next meeting.

**C23.58. Grants**

* Workington Music Festival – committee agreed to support with £300 to pay for medals and prizes for the festival to come from the Youth Development budget line.
* WAOS – committee agreed to support with £300 towards their productions of Phantom of the Opera and The Little Mermaid, to come out of the Community Development budget line.

At this point of the meeting Cllr Poole left the room.

* Workington Heritage Group – committee agreed to support with £300 towards licenses required to show films in the Museum to come from the Community Development budget line.

Cllr Poole returned to the room.

* Vulcan Park Bowling Club – committee asked the Town Clerk to investigate further as the request is for funding to purchase materials to paint the building at the bowling club which actually belongs to the Town Council.
* Carnegie Singers – committee asked for more information as the grant application sounds as though they are paying another group to attend a concert, rather than the money being directly for the Carnegie Singers themselves.

**Resolved:** To award £300 to Workington Music Festival from the Youth Development budget line.

**Resolved:** To award £300 to WAOS from the Community Development budget line.

**Resolved:** To award £300 to Workington Heritage Group from the Community Development budget line.

**Resolved:** Town Clerk to investigate further the situation with VP bowling club and their request to paint the inside of a building owned by WTC.

**Resolved:** To ask Carnegie Singers for clarification on what the money requested from WTC will be spent on.

**Meeting closed at 21.00 hours.**