

Workington Town Council

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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 18th November 2024 at 6.30pm at the 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 Tricia Poole	Present
Cllr Michael Heaslip	Present	Cllr Stephen Stoddart	Present
Cllr Allan Hodgson	Present	Cllr Ellie Wood	Present
Cllr Bernadette Jones	Present		

In attendance: Cllr John Mills and Chief Officer/RFO.

FG24.53 Absences: None

FG24.54 Declarations of Interest: None

FG24.55 Exclusion of Press and Public: None

FG24.56 Public Participation: None

FG24.57 Minutes of the Previous Meeting

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

FG24.58 Public Questions: None

FG24.59 Questions and Statements from Members: None

FG24.60 Motions on Notice: None

FG24.61 Budget 2024-2025

- a) Committee noted the budgeting monitoring reports YTD.
- b) **Resolved:** Committee approved the statement of accounts and bank reconciliation for September 2024.
- c) **Resolved:** Committee noted that training for the Estates team at a cost of £1750 had been approved under SO27 from the training budget line.
- d) **Resolved:** Committee approved renewal of the Council's fleet insurance with Zurich for £1442.85 from the insurance budget line.

FG24.62 Audit report

Resolved: Committee noted the interim half year report from the internal auditor for the period 1st April 2024 – 30th September 2024.

FG24.63 Council Assets

Resolved: Committee resolved to allow Officers to fully investigate options for council assets which require attention and give permission for Officers to spend up to £10,000 to cover costs for legal fees, architect costs etc from the contingency and legal fees budget lines.

Resolved: Committee approved an additional cost of £2,560 per year to hire an additional room at the Town Hall from the contingency budget line.

FG24.64 Civic Regalia

Resolved: To re-visit purchasing a cartouche for the Deputy Mayor's consort, once the chains and mace have been sent to the specialist for valuation and repair, which is taking place in March 2025.

FG24.65 Risk Register

Committee discussed adding in the following:

Freedom of Information Act – add in that FOI requests are to be reported at the next possible Finance and General Purposes committee meeting.

Confirm the guidance on fees for FOI requests and amend accordingly.

Add in additional asset control of risk to state that proper procedures are in place for the acquisition and disposal of Council assets (such as buildings).

Resolved: Take the risk register to Full Council for approval, once the above changes have been made.

FG24.66 Asset Register

Committee noted the update for information.

Resolved: To show on the asset register what assets are ordinary and which are held in trust.

FG24.67 Policies

Resolved: To take the internal controls policy to Full Council for adoption.

FG24.68 Agreements

Resolved: Committee noted the signed license between Cumberland Council and WTC for land at Moorclose Park for the installation of a play area.

Resolved: Committee noted the signed agreement between Network Rail and WTC for access to the railway line over land at Harrington Marina play area.

FG24.69 Budget 2025-2026

Resolved: Remove budget line for robes and add this cost into the trusteeship line.

Resolved: Move the budget line for Citizen's advice from F & GP to Culture.

Resolved: Remove budget line for Mayoral benches in F & GP and the cost for these will be covered by Environment's Street Scene budget.

Environment Budget 25-26

Resolved: Committee noted that a request for £100K one off non-recurring item was now £106,000 with £86,500 funding secured for the project.

Committee noted a request for £35K one off non-recurring item for play area maintenance.

Resolved: Increase Street Displays budget line to £26,000 now the tender process has been completed.

Resolved: Change allotment management to 'Allotments'

FG24.70 Staffing

Resolved: Committee noted that pay uplifts 24-25 for staff have been agreed as part of the national pay award and falls within the current budget allocation.

The meeting ended at 7.40pm.

Workington Town Council Budget Monitoring Report
Finance & General Purposes

As At
31-Dec

		Current Year 2024/25							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 31-Dec-24	Committed Expenditure	Balance at 31-Mar-25
100	Staffing								
4000	Salaries	303,560	0	0	0	303,560	196,480	86,901	20,179
4010	NI	30,594	0	0	0	30,594	18,472	7,466	4,655
4020	Pension	59,855	0	0	0	59,855	39,562	15,192	5,101
4110	Training	8,000	0	0	0	8,000	3,226	4,140	634
4280	Advertising	250	0	0	0	250	0	0	250
4310	PPE	2,000	0	0	0	2,000	1,808	0	192
		404,259	0	0	0	404,259	259,548	113,699	31,012
100	Office								
4120	Telecoms & IT	8,500	0	0	0	8,500	(2,380)	13,931	(3,051)
4150	Printing & Stationery	1,500	0	0	0	1,500	1,275	0	225
4180	Postage	1,500	0	0	0	1,500	1,244	108	148
4210	General	5,000	0	0	0	5,000	3,146	1,517	337
		16,500	0	0	0	16,500	3,285	15,556	(2,341)
100	Finance								
4140	Insurance	7,500	0	0	0	7,500	1,503	4,474	1,523
4200	Audit Fees	3,000	0	0	0	3,000	2,119	221	660
4460	PWLB Capital Payment	5,000	0	0	0	5,000	4,867	0	133
4470	PWLB Interest Payment	7,000	0	0	0	7,000	6,804	0	196
		22,500	0	0	0	22,500	15,293	4,694	2,513
100	Property								
4190	Repairs & Renewals	5,000	0	0	0	5,000	1,890	0	3,110
4262	Fleet Lease	5,500	0	0	0	5,500	4,442	1,292	(234)
4264	Fleet Consumables	1,500	0	0	0	1,500	690	315	495
4270	Accommodation	15,000	0	0	0	15,000	6,464	2,603	5,933
4480	Contingency	65,000	0	0	0	65,000	3,053	7,331	54,616
		92,000	0	0	0	92,000	16,539	11,541	63,920

Workington Town Council Budget Monitoring Report
Finance & General Purposes (contd.)

As At
31-Dec

		Current Year 2024/25							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 31-Dec-24	Committed Expenditure	Balance at 31-Mar-25
100	Civic Governance								
4230	Elections	6,500	0	0	0	6,500	0	1,000	5,500
4250	Civic Functions	4,000	0	0	0	4,000	4,162	0	(162)
4160	Website and Newsletter	2,000	0	0	0	2,000	584	0	1,416
4170	Subscriptions and Memberships	2,600	0	0	0	2,600	3,248	0	(648)
4320	Mayoral Allowance	3,100	0	0	0	3,100	2,067	1,033	(0)
4330	Mayoral Benches	1,000	0	0	0	1,000	617	0	383
4340	Member Travel	500	0	0	0	500	0	0	500
4350	Robes	800	0	0	0	800	573	0	227
4450	Trusteeship	5,000	0	0	0	5,000	5	5,600	(605)
4380	Member Development	750	0	0	0	750	120	0	630
4370	Citizens Advice	5,000	0	0	0	5,000	0	5,000	0
4430	Legal and Professional	10,000	0	0	0	10,000	2,250	700	7,050
		41,250	0	0	0	41,250	13,626	13,333	14,291
		576,509	0	0	0	576,509	308,291	158,824	109,394

Workington Town Council Budget Monitoring Report
Sustainable Development

As At
31-Dec

		Current Year 2024/25							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 31-Dec-24	Committed Expenditure	Balance at 31-Mar-25
Sustainable Development									
4490	Community Development Planning	10,000	0	0	0	10,000	40	3,600	6,360
		10,000	0	0	0	10,000	40	3,600	6,360

Workington Town Council Budget Monitoring Report
Culture & Community

As At
31-Dec

		Current Year 2024/25							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 31-Dec-24	Committed Expenditure	Balance at 31-Mar-25
110	Culture & Community								
4540	Christmas Lights	65,000	0	0	0	65,000	4,945	59,367	689
4595	Youth & Community Work	7,000	0	0	0	7,000	1,300	0	5,700
4570	Twinning Association Support	2,500	0	0	0	2,500	0	0	2,500
4550	Christmas Festival	25,000	0	0	0	25,000	23,100	1,624	276
4653	Theatre by the Hall	13,500	0	0	0	13,500	13,456	0	44
4665	Science Workshops	4,000	0	0	0	4,000	3,737	0	263
4655	Festival of Running	10,000	0	0	0	10,000	8,779	823	398
4685	Reach Out	10,000	0	0	0	10,000	9,655	280	65
4680	Easter Activities	2,100	0	0	0	2,100	1,117	0	983
4625	D-Day Beacon Lighting	1,500	0	0	0	1,500	1,289	0	211
4565	Armed Forces Day Support	600	0	0	0	600	300	0	300
4652	Party in the Park	20,000	0	0	0	20,000	19,832	81	87
4654	Art Exhibition	5,000	0	0	0	5,000	0	0	5,000
4657	Schools Competition	3,000	0	0	0	3,000	599	0	2,401
4590	Culture Commissions	5,500	0	0	0	5,500	3,670	500	1,330
4610	Culture Commission - Carnegie	5,000	0	0	0	5,000	5,000	0	0
4690	Culture Commission - Music Centre	2,500	0	0	0	2,500	2,500	0	0
4510	Culture Commission - Sport	2,000	0	0	0	2,000	500	0	1,500
4520	Culture Commission - Heritage	5,000	0	0	0	5,000	0	0	5,000
4605	Culture Commission - Summer Camp	3,000	0	0	0	3,000	3,000	0	0
4580	Cultural Marketing	5,000	0	0	0	5,000	3,546	1,064	390
		197,200	0	0	0	197,200	106,325	63,739	27,136

Workington Town Council Budget Monitoring Report
Environment

As At
31-Dec

		Current Year 2024/25							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 31-Dec-24	Committed Expenditure	Balance at 31-Mar-25
120	Environment								
4700	Street Displays	17,500	0	0	0	17,500	18,345	0	(845)
4710	Green Grants	3,000	0	0	0	3,000	1,300	0	1,700
4810	Streetscene	13,500	0	0	0	13,500	5,975	702	6,823
4725	Estate Development	99,500	0	31,000	0	130,500	121,883	4,580	4,037
4770	Park Maintenance	30,000	0	0	0	30,000	24,227	6,076	(303)
4820	Allotments Maintenance	16,000	0	0	0	16,000	9,424	1,910	4,666
4730	Nature Partnership	23,500	0	0	0	23,500	24,020	0	(520)
		203,000	0	31,000	0	234,000	205,174	13,269	15,557

Committed Expenditure Listing for 2024/25

Order Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
-	1	01-Apr	Project	Office Move to Town Hall	4480	100	1,500.00	832.01	667.99
-	1	01-Apr	Project	Town Hall Offices Rental Fees	4480	100	9,200.00	2,537.36	6,662.64
-	1	Apr-24	Project	Maintenance Work to Bowling Bower	4770	120	5,182.00	4,857.44	324.56
-	1	Apr-24	Project	Works to Green Hub	4725	120	5,000.00	2,499.80	2,500.20
-	3	Jun-24	Project	Ashfield Road South Play Area (WTC only)	4725	120	6,800.00	4,719.79	2,080.21
-	1	01-Apr	Project	CAfS Consultation	4490	140	3,600.00		3,600.00
-	10	01-Jan	Project	Consulation for Tennis Courts	4430	100	700.00		700.00
-	7	17-Oct	Cumberland Council	By Election Stainburn	4230	100	500.00		500.00
-	7	10-Jan	Cumberland Council	By Election Harrington	4230	100	500.00		500.00
-	7	Oct-24	tbc	First Aid Training	4110	100	950.00		950.00
-	7	Oct-24	tbc	Pesticide Training	4110	100	390.00		390.00
-	8	Nov-24	tbc	Pest Control Training	4110	100	450.00		450.00
-	8	Nov-24	tbc	CiLCA Training	4110	100	600.00		600.00
2241	6	27-Sep	B&Q	Assorted Materials - Park Maintenance	4770	120	50.00		50.00
2246	7	09-Oct	Vaughtons	Vauluations & Repairs to Mace	4450	100	5,600.00		5,600.00
2247	7	10-Oct	John Jones Training	Chainsaw Training	4110	100	1,750.00		1,750.00
2253	8	12-Nov	Travis Perkins	Hire of Chipper	4770	120	100.00		100.00
2255	8	18-Nov	Thomas Armstrong (Construction) Ltd	Chainsaw Repairs	4770	120	250.00		250.00
2258	8	20-Nov	Autoserve Ltd	Maintenance Agreement for Estates Van 24/25	4262	100	126.36	31.59	94.77
2259	8	20-Nov	BNP Paribas Leasing Solutions Ltd	Lease of Estates Team Van 24/25	4262	100	1,996.20	798.48	1,197.72
2260	8	20-Nov	Business Stream	Water - Green Hub 24/25	4770	120	94.04	45.56	48.48
2261	8	20-Nov	Business Stream	Water - Vulcan Park 24/25	4770	120	85.88	51.13	34.75
2262	8	20-Nov	Business Stream	WTCCC Water 24/25	4270	100	412.83	150.57	262.26
2263	8	20-Nov	Canva Pty. Ltd.	Canva Software Licence	4120	100	103.63		103.63
2264	8	20-Nov	Citizens Advice	Annual Grant 24/25	4370	100	5,000.00		5,000.00
2265	8	20-Nov	Card Saver Limited	Allotment Virtual Terminal Fees 24/25	4820	120	41.38	18.25	23.13
2266	8	20-Nov	Cumberland Council	ICT Maintenance & Support 23/24	4120	100	5,966.48		5,966.48
2267	8	20-Nov	Cumberland Council	ICT Maintenance & Support 24/25	4120	100	6,200.00		6,200.00
2269	8	20-Nov	Cumberland Council	Pest Control - Cranbourne Street 24/25	4820	120	201.08	201.07	0.01
2274	8	20-Nov	Cumberland Council	Pest Control - VP Bowling Bower 24/25	4770	120	112.50	67.50	45.00
2275	8	20-Nov	Cumberland Council	Play Area Inspections 24/25	4770	120	102.63		102.63
2276	8	20-Nov	Cumberland Council	Vulcan Park Trade Waste Collection 24/25	4770	120	2,600.00		2,600.00
2277	8	20-Nov	Cumberland Council	WTCCC Trade Waste Collection 24/25	4210	100	468.00		468.00

Committed Expenditure Listing for 2024/25

Order Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
2278	8	20-Nov	First Data Europe Limited	Allotment Virtual Terminal Fees 24/25	4820	120	294.00	99.92	194.08
2279	8	20-Nov	FuelGenie Business Account	Fuel for Estates Team Machinery 24/25	4770	120	80.83	70.98	9.85
2280	8	20-Nov	FuelGenie Business Account	Fuel for Estates Team Van 24/25	4264	100	460.10	145.53	314.57
2281	8	20-Nov	Grenke Lleasing Ltd	WTCCC Printer Lease 24/25	4210	100	894.00		894.00
2282	8	20-Nov	HSBC UK	Bank Charges 24/25	4210	100	60.00	14.50	45.50
2283	8	20-Nov	Jean Airey	Internal Audit 24/25	4200	100	220.65		220.65
2284	8	20-Nov	Npower Ltd	Street Lighting at Frostoms 24/25	4810	120	202.07		202.07
2285	8	20-Nov	Npower Ltd	Vulcan Park Café & Lights 24/25	4770	120	709.42	104.99	604.43
2286	8	20-Nov	Npower Ltd	Vulcan Park Queen's Hut 24/25	4770	120	1,350.00		1,350.00
2287	8	20-Nov	Phoenix Software Limited	Office 365 Licences 24/25	4120	100	1,438.56		1,438.56
2288	8	20-Nov	Total Energies Gas & Power	WTCCC Electricity 24/25	4270	100	916.12		916.12
2289	8	20-Nov	Total Energies Gas & Power	WTCCC Gas 24/25	4270	100	1,424.72		1,424.72
2292	8	20-Nov	Water Plus	Water - Annie Pit Allotments 24/25	4820	120	402.03		402.03
2293	8	20-Nov	Water Plus	Water - Cranbourne Street Allotments 24/25	4820	120	87.30		87.30
2294	8	20-Nov	Water Plus	Water - Park Lane Allotments 24/25	4820	120	64.74		64.74
2295	8	20-Nov	Water Plus	Water - Siddick Allotments 24/25	4820	120	24.79		24.79
2296	8	20-Nov	Water Plus	Water - Stoneleigh Allotments 24/25	4820	120	343.61		343.61
2297	8	20-Nov	XLN Telecom Ltd	WTCCC Broadband & Telephone 24/25	4120	100	296.64	74.16	222.48
2299	8	20-Nov	Zurich Insurance Plc	WTC Premises & Liability Insurance 2024/25	4140	100	4,444.69		4,444.69
2301	8	26-Nov	Lloyds Ltd	Ride-On Mower Service	4770	120	556.38		556.38
2303	8	26-Nov	Tivoli Group Limited	Soapery - Remove and dispose of footbridge	4820	120	766.80		766.80
2308	8	30-Nov	WF Support Services Ltd	Henry Vacuum Parts	4210	100	12.00		12.00
2309	9	18-Dec	B and Q	Material for Salterbeck Gates	4820	120	10.00	6.04	3.96
REC	-	-	Cumberland Council	WTC Salaries	4000	100	257,618.39	196,479.64	61,138.75
REC	-	-	Cumberland Council	WTC Salaries (pay award)	4000	100	25,761.84		25,761.84
REC	-	-	Cumberland Council	WTC Employers NI Contribution	4010	100	23,580.67	18,472.28	5,108.39
REC	-	-	Cumberland Council	WTC Employers NI (pay award)	4010	100	2,358.07		2,358.07
REC	-	-	Cumberland Council	WTC Employers Pension Contribution	4020	100	49,776.03	39,561.85	10,214.18
REC	-	-	Cumberland Council	WTC Employers Pension (pay award)	4020	100	4,977.60		4,977.60
REC	-	-	Cumberland Council	Mayoral Allowance	4320	100	3,100.00	2,066.68	1,033.32
REC	-	-	Cumberland Council	WTC Payroll Admin Fee	4210	100	390.00	292.50	97.50
REC	-	-	Grenkeleasing Ltd	Printer Equipment Protection	4140	100	89.00	60.01	28.99
REC	-	-	Royal Mail	Meeting Agendas	4180	100	592.00	483.85	108.15
							450,481.07	275,288.48	175,192.59

Workington Town Council Budget Monitoring Report

Income Received 2024/25 Year to Date

Current Year 2024/25					
Agreed Budget	Budget Revisions	Total Budget	Actual YTD 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	(2,861)
1190	Mayoral Fundraising	0	0	0	397	397
1999	Income - Other	0	0	0	16,062	16,062
		994,209	0	994,209	1,007,807	13,598

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	12,577	4,077
1999	Income - Other	0	0	0	373	373
		8,500	0	8,500	75,460	66,960

1,002,709	0	1,002,709	1,088,132	85,423
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Income Received 2024/25 Year to Date

CC	Cost Centre	NOM	Nominal Code	Date	Description	Amount
110	Culture & Community	1230	Income - Christmas Festival	30-Oct-24	Christmas Lights Pitch Fee	50.00
110	Culture & Community	1230	Income - Christmas Festival	30-Oct-24	Christmas Lights Pitch Fee	50.00
110	Culture & Community	1230	Income - Christmas Festival	30-Oct-24	Christmas Lights Pitch Fee	50.00
110	Culture & Community	1230	Income - Christmas Festival	30-Oct-24	Christmas Lights Pitch Fee	50.00
110	Culture & Community	1230	Income - Christmas Festival	30-Oct-24	Christmas Lights Pitch Fee	50.00
110	Culture & Community	1230	Income - Christmas Festival	30-Oct-24	Christmas Lights Pitch Fee	50.00
110	Culture & Community	1230	Income - Christmas Festival	06-Nov-24	Christmas Lights Pitch Fee	25.00
110	Culture & Community	1230	Income - Christmas Festival	06-Nov-24	Christmas Lights Pitch Fee	10.00
110	Culture & Community	1230	Income - Christmas Festival	11-Nov-24	Christmas Lights Pitch Fee	30.00
110	Culture & Community	1230	Income - Christmas Festival	18-Nov-24	Christmas Lights Pitch Fee	10.00
110	Culture & Community	1230	Income - Christmas Festival	18-Nov-24	Christmas Lights Pitch Fee	25.00
110	Culture & Community	1265	Income - Reach Out	13-May-24	Reach Out 2024 Pitch Fee	25.00
110	Culture & Community	1265	Income - Reach Out	13-May-24	Reach Out 2024 Pitch Fee	25.00
110	Culture & Community	1265	Income - Reach Out	13-May-24	Reach Out 2024 Pitch Fee	80.00
110	Culture & Community	1280	Income - Festival of Running	11-Jul-24	Sponsor Fest of Running Map	100.00
110	Culture & Community	1280	Income - Festival of Running	11-Jul-24	Sponsor Fest of Running Map	100.00
110	Culture & Community	1280	Income - Festival of Running	23-Jul-24	Sponsor FoR Race Numbers	200.00
110	Culture & Community	1280	Income - Festival of Running	21-Aug-24	Festival Running Registration	2,260.53
120	Environment	1310	Income - Rents	12-Apr-24	Cranbourne Street Plot 3	97.74
120	Environment	1310	Income - Rents	30-Apr-24	Salterbeck Plot 5, 6, 7, Bed 3	23.13
120	Environment	1310	Income - Rents	01-May-24	Soapery Plot 20	51.49
120	Environment	1310	Income - Rents	20-Aug-24	Soapery Garage 9	97.23
120	Environment	1310	Income - Rents	20-Aug-24	Annie Pit Plot 56	97.04
120	Environment	1310	Income - Rents	24-Oct-24	Cranbourne Street Plot 4	41.97
120	Environment	1310	Income - Rents	24-Oct-24	Stoneleigh Plot 2	80.04
120	Environment	1310	Income - Rents	31-Oct-24	Misc. Plots (SumUp)	174.17
120	Environment	1310	Income - Rents	31-Oct-24	Misc. Plots (FDMS)	128.15
120	Environment	1310	Income - Rents	31-Oct-24	Misc. Plots (HSBC)	885.97
120	Environment	1310	Income - Rents	19-Nov-24	Misc. Plots (SumUp)	719.01
120	Environment	1310	Income - Rents	19-Nov-24	Misc. Plots (FDMS)	1,928.68
120	Environment	1310	Income - Rents	19-Nov-24	Misc. Plots (HSBC)	1,284.79
120	Environment	1310	Income - Rents	30-Nov-24	Misc. Plots (SumUp)	110.38
120	Environment	1310	Income - Rents	30-Nov-24	Misc. Plots (FDMS)	1,702.52
120	Environment	1310	Income - Rents	30-Nov-24	Misc. Plots (HSBC)	1,290.22
120	Environment	1310	Income - Rents	31-Dec-24	Misc. Plots (SumUp)	206.00
120	Environment	1310	Income - Rents	31-Dec-24	Misc. Plots (FDMS)	1,652.36
120	Environment	1310	Income - Rents	31-Dec-24	Misc. Plots (HSBC)	2,006.27
100	Finance & General Purposes	1999	Income - Other	01-Apr-24	C&C Ashfield Road South (ADV)	4,500.00
100	Finance & General Purposes	1999	Income - Other	01-Apr-24	Cumb Ashfield Road South (ADV)	6,500.00
100	Finance & General Purposes	1999	Income - Other	01-Apr-24	GroundWorks Green Hub (ADV)	5,000.00
100	Finance & General Purposes	1999	Income - Other	03-Apr-24	Debit card cashback bonus	1.05
100	Finance & General Purposes	1999	Income - Other	10-Apr-24	Debit card cashback bonus	0.04
100	Finance & General Purposes	1999	Income - Other	17-Apr-24	Debit card cashback bonus	0.53
100	Finance & General Purposes	1999	Income - Other	24-Apr-24	Debit card cashback bonus	3.00
100	Finance & General Purposes	1999	Income - Other	01-May-24	Debit card cashback bonus	1.92
100	Finance & General Purposes	1999	Income - Other	08-May-24	Debit card cashback bonus	0.21
100	Finance & General Purposes	1999	Income - Other	15-May-24	Debit card cashback bonus	0.05
100	Finance & General Purposes	1999	Income - Other	22-May-24	Debit card cashback bonus	1.80
100	Finance & General Purposes	1999	Income - Other	29-May-24	Debit card cashback bonus	1.01
100	Finance & General Purposes	1999	Income - Other	05-Jun-24	Debit card cashback bonus	0.57
100	Finance & General Purposes	1999	Income - Other	12-Jun-24	Debit card cashback bonus	0.54
100	Finance & General Purposes	1999	Income - Other	19-Jun-24	Debit card cashback bonus	0.97
100	Finance & General Purposes	1999	Income - Other	26-Jun-24	Debit card cashback bonus	0.64
100	Finance & General Purposes	1999	Income - Other	03-Jul-24	Debit card cashback bonus	0.03
100	Finance & General Purposes	1999	Income - Other	10-Jul-24	Debit card cashback bonus	1.39
100	Finance & General Purposes	1999	Income - Other	16-Jul-24	Workington Zebras	30.00
100	Finance & General Purposes	1999	Income - Other	17-Jul-24	Debit card cashback bonus	0.01
100	Finance & General Purposes	1999	Income - Other	24-Jul-24	Debit card cashback bonus	2.80
100	Finance & General Purposes	1999	Income - Other	31-Jul-24	Debit card cashback bonus	1.57
100	Finance & General Purposes	1999	Income - Other	07-Aug-24	Debit card cashback bonus	0.16
100	Finance & General Purposes	1999	Income - Other	14-Aug-24	Debit card cashback bonus	0.32
100	Finance & General Purposes	1999	Income - Other	21-Aug-24	Debit card cashback bonus	0.10
100	Finance & General Purposes	1999	Income - Other	28-Aug-24	Debit card cashback bonus	0.01
100	Finance & General Purposes	1999	Income - Other	04-Sep-24	Debit card cashback bonus	0.01
100	Finance & General Purposes	1999	Income - Other	11-Sep-24	Debit card cashback bonus	0.60

Income Received 2024/25 Year to Date

CC	Cost Centre	NOM	Nominal Code	Date	Description	Amount
100	Finance & General Purposes	1999	Income - Other	18-Sep-24	Debit card cashback bonus	0.15
100	Finance & General Purposes	1999	Income - Other	25-Sep-24	Debit card cashback bonus	0.90
100	Finance & General Purposes	1999	Income - Other	02-Oct-24	Debit card cashback bonus	0.06
100	Finance & General Purposes	1999	Income - Other	09-Oct-24	Debit card cashback bonus	0.38
100	Finance & General Purposes	1999	Income - Other	16-Oct-24	Debit card cashback bonus	0.24
100	Finance & General Purposes	1999	Income - Other	23-Oct-24	Debit card cashback bonus	2.16
100	Finance & General Purposes	1999	Income - Other	30-Oct-24	Debit card cashback bonus	0.84
100	Finance & General Purposes	1999	Income - Other	06-Nov-24	Debit card cashback bonus	1.76
100	Finance & General Purposes	1999	Income - Other	13-Nov-24	Debit card cashback bonus	0.21
100	Finance & General Purposes	1999	Income - Other	20-Nov-24	Debit card cashback bonus	0.22
100	Finance & General Purposes	1999	Income - Other	27-Nov-24	Debit card cashback bonus	0.36
100	Finance & General Purposes	1999	Income - Other	04-Dec-24	Debit card cashback bonus	0.63
100	Finance & General Purposes	1999	Income - Other	11-Dec-24	Debit card cashback bonus	0.59
100	Finance & General Purposes	1999	Income - Other	18-Dec-24	Debit card cashback bonus	1.01
100	Finance & General Purposes	1999	Income - Other	25-Dec-24	Debit card cashback bonus	2.70
110	Culture & Community	1999	Income - Other	31-Jul-24	Science Workshop Deposits	14.00

Workington Town Council Budget Monitoring Report

Full Council

	Current Year 2024/25						
	Agreed Budget	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 31-Dec-24	Committed Expenditure	Balance at 31-Mar-25
Finance & General Purposes	576,509	0	0	576,509	308,291	158,824	109,394
Culture & Community	197,200	0	0	197,200	106,325	63,739	27,136
Sustainable Development	10,000	0	0	10,000	40	3,600	6,360
Environment	203,000	31,000	0	234,000	205,174	12,769	16,057
	986,709	31,000	0	1,017,709	619,830	238,931	158,948

Reserves	as at 31-Dec-24	
Balance brought forward		290,015
Precept Received	986,709	
All other receipts	101,423	
Total receipts		1,088,132
Staff costs	257,740	
Loan interest/capital repayments	11,671	
All other payments	350,419	
Total payments		619,830
Period end balance		758,317
Minimum reserve (25% of budget)		254,427
		503,890

est. to 31-Mar-25			
Committed		Budget	
	290,015		290,015
986,709		986,709	
106,835		106,835	
	1,093,544		1,093,544
371,439		402,009	
11,671		12,000	
475,651		603,700	
	858,761		1,017,709
	524,798		365,851
	254,427		254,427
	270,371		111,424

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	397	397
1999	Income - Other	0	0	0	16,062	16,062
		994,209	0	994,209	1,007,807	17,237

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	12,577	5,851
1999	Income - Other	0	0	0	373	373
		8,500	0	8,500	75,460	68,734

1,002,709	0	1,002,709	1,088,132	5,412	90,835
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Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 12 November 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2024	Current Bank A/c	890,255.06
31/10/2024	West Cumbria Credit Union	10,599.74
31/10/2024	Petty Cash	0.00
31/10/2024	PayPal	298.44

901,153.24

Receipts not on Bank Statement

0.00

Closing Balance

901,153.24

All Cash & Bank Accounts

1	Current Bank A/c	890,255.06
3	West Cumbria Credit Union	10,599.74
4	Petty Cash	0.00
5	PayPal	298.44
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	901,153.24

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,006,878.33					1,006,878.33	
000002147	Banked: 11/10/2024	30,086.00						
000002147	Nuclear Waste Services	30,086.00			1100	120	30,086.00	2nd Installment Springfield PA
	Mayoral Banked: 16/10/2024	100.00						
	Mayoral Saint & Co.	100.00			1190	100	100.00	Mayoral Fundraising Donation
	Mayoral Banked: 16/10/2024	100.00						
	Mayoral Saint & Co.	100.00			1190	100	100.00	Mayoral Fundraising Donation
24-25/038	Banked: 21/10/2024	100.00						
	Sales Recpts Page 215	100.00	100.00		100			Sales Recpts Page 215
24-25/037	Banked: 25/10/2024	1,310.00						
	Sales Recpts Page 214	1,310.00	1,310.00		100			Sales Recpts Page 214
PID778276	Banked: 25/10/2024	0.98						
PID778276	SumUp Payments Acc.	0.98			1310	120	0.98	Allotment Payments 25/10/24
	Allotments Banked: 26/10/2024	303.20						
	2024/279 A Sandwith	61.50			1310	120	61.50	Wesley Street Plot 13
	2024/41 Stephen Williams	80.50			1310	120	80.50	Annie Pit Plot 37
	2024/56 John Melton	109.90			1310	120	109.90	Annie Pit Plot 52
	2024/121 J Graham	51.30			1310	120	51.30	Park Lane Plot 15
PID783432	Banked: 28/10/2024	50.43						
PID783432	SumUp Payments Acc.	50.43			1310	120	50.43	Allotment Payments 28/10/24
PID784999	Banked: 29/10/2024	45.08						
PID784999	SumUp Payments Acc.	45.08			1310	120	45.08	Allotment Payments 29/10/24
FDMS2910	Banked: 29/10/2024	87.45						
FDMS2910	FDMS Allotments	87.45			1310	120	87.45	Allotment Payments 29/10/24
FDMS3010	Banked: 30/10/2024	40.70						
FDMS3010	FDMS Allotments	40.70			1310	120	40.70	Allotment Payments 30/10/24
PID788497	Banked: 31/10/2024	77.68						
PID788497	SumUp Payments Acc.	77.68			1310	120	77.68	Allotment Payment 31/10/24
	Allotments Banked: 31/10/2024	582.77						
	2024/102 A Brown	109.04			1310	120	109.04	Mountain View G1
	2024/275 L Cape	30.75			1310	120	30.75	Wesley Street 7&8
	2024/11 R Dakers	130.53			1310	120	130.53	Annie Pit 10
	Allotments V Harrison	130.53			1310	120	130.53	Annie Pit 4
	2024/21 Ronald Wallace	79.03			1310	120	79.03	Annie Pit 19
	2024/80 R Vaughan	87.06			1310	120	87.06	Cranbourne Street 13
	2024/229 K Hunter	15.83			1310	120	15.83	Wastwater 2
LA3077622	Banked: 31/10/2024	1,730.62						
LA3077622	CCLA Fund Managers Limited	1,730.62			1160	100	1,730.62	LA Property Fund Q2

Total Receipts for Month	34,614.91	1,410.00	0.00	33,204.91
Cashbook Totals	<u>1,041,493.24</u>	<u>1,410.00</u>	<u>0.00</u>	<u>1,040,083.24</u>

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/10/2024	Autoserve Ltd	748006/450	37.91	37.91		500			Maintenance Estates Van Sep 24
02/10/2024	M and I Travel Ltd	13149/464	120.00	120.00		500			Minibus for In Bloom Judges
02/10/2024	DLM Direct Ltd	212457/466	5.63	5.63		500			Assorted Colour Pens
02/10/2024	Burnetts Solicitors	297668/467	600.00	600.00		500			Review of Play Area Contracts
02/10/2024	Link Wholesalers Ltd	98727/468	10.29	10.29		500			Heavy Duty Tape Dispenser
02/10/2024	Arauk Enterprises Limited	2121/469	6.82	6.82		500			Pack of Rainbow Party Balloons
02/10/2024	Amazon EU S.a.r.l. UK Branch	251482/470	25.29	25.29		500			Waterproof Bunting
02/10/2024	Amazon EU S.a.r.l. UK Branch	378029/471	13.81	13.81		500			30 inch Wrapping Bow
02/10/2024	Amazon EU S.a.r.l. UK Branch	647253/472	10.65	10.65		500			Pack of Scissors
02/10/2024	Amazon EU S.a.r.l. UK Branch	647243/473	9.86	9.86		500			Desktop Stapler
02/10/2024	Storm & Lighthouse Limited	73237/474	7.65	7.65		500			Pride Flag
02/10/2024	Tudor Environmental	345187/475	73.74	73.74		500			Stihl Trimmer Lines
02/10/2024	Thomas Armstrong (Construction)	30151/476	60.00	60.00		500			Delivery Charge for Roller
02/10/2024	Cumberland Council	380911/477	1,611.73	1,611.73		500			Pest Control Oct to Dec 2024
02/10/2024	Vortex Security Services LLP	521/478	216.00	216.00		500			Maintenance of CCTV System
02/10/2024	Firpress Ltd	18300/VAR	208.50	208.50		500			13mm Railing Sign Fixings
02/10/2024	Screwfix	986814/VAR	64.63	64.63		500			Paint and Drill Bits
02/10/2024	B and Q	200551/484	6.63	6.63		500			Zinc Plated Screws
02/10/2024	Playdale Playgrounds Ltd	057456/485	135.62	135.62		500			Bridge Ropes & Assorted Spares
02/10/2024	C&R Snacking Limited	143566/486	14.99	14.99		500			Cereal Bars for Town Hall
02/10/2024	Sweet Addicts Limited	103620/487	19.39	19.39		500			Biscuit Packs for Town Hall
02/10/2024	KPCM Display Ltd	125180/488	4.63	4.63		500			Door Sign for Town Hall
02/10/2024	Cumberland Council	023524/490	23,642.25	23,642.25		500			WTC Payroll Aug 2024
02/10/2024	POD (North West) Ltd	16862/491	72.00	72.00		500			A3 Signs for Play Areas
02/10/2024	Christina Norman	24-001/492	54.00	54.00		500			Town Hall Cleaning Sep 24
02/10/2024	Derek Rumney Painter & Decorat	300824/408	1,380.00	1,380.00		500			P/Ledger Electronic Payment
02/10/2024	Burnetts Solicitors	297068/457	2,100.00	2,100.00		500			P/Ledger Electronic Payment
02/10/2024	Emma Chapman	TRANSFER	58.57			4210	100	39.38	Expenses - Mileage
						4725	120	10.10	Expenses - Mileage
						4770	120	7.07	Expenses - Mileage
						4250	100	2.02	Expenses - Mileage
03/10/2024	Grenke LLeasing Ltd	C458/1024	183.60	183.60		500			Purchase Ledger DDR Payment
03/10/2024	Grenke LLeasing Ltd	C759/1024	536.40	536.40		500			Purchase Ledger DDR Payment
04/10/2024	PayPal	9S91283648	250.00			240		250.00	Transfer funds to debit card
10/10/2024	Card Saver Limited	173972/514	13.26	13.26		500			Purchase Ledger DDR Payment
11/10/2024	Amazon EU S.a.r.l. UK Branch	205886/495	15.97	15.97		500			Desk Calendar
11/10/2024	Screwfix	1682/496	39.58	39.58		500			Pack of Screws & 2 Stroke Oil

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/10/2024	Jewson Ltd	148233/VAR	177.54	177.54		500			Topsoil Hospital Wall & VP Bed
11/10/2024	Cumbria Wildlife Trust	10927/500	1,197.00	1,197.00		500			Floral Display Report & Tender
11/10/2024	Shane Taylor Welding Ltd	2989/501	552.00	552.00		500			Repair Town Hall Bay Window
11/10/2024	Watson Dairies Ltd	280924/512	5.60	5.60		500			Milk for Town Hall Sep 24
11/10/2024	Kompan Scotland Ltd	211262/524	16,070.50	16,070.50		500			Harrington Play Area Equip
11/10/2024	Big Foot Events Limited	24390/526	255.00	255.00		500			Elf Workshop Deposit
11/10/2024	Big Foot Events Limited	24407/529	225.00	225.00		500			Sway with Buble Deposit
11/10/2024	BNP Paribas Leasing Solutions	6018607	479.09	479.09		500			Purchase Ledger DDR Payment
14/10/2024	First Data Europe Limited	SEP2024	52.82	52.82		500			Purchase Ledger DDR Payment
17/10/2024	PayPal	3NJ6063737	250.00			240		250.00	Transfer of funds to debit car
18/10/2024	J R Bennett	4884/523	50.40	50.40		500			Hospital Wall Planters
18/10/2024	Business Stream	061861/513	90.67	90.67		500			WTCCC Water Aug/Sep 24
18/10/2024	Cumberland Council	023529/521	29,022.90	29,022.90		500			WTC Payroll September 2024
18/10/2024	FuelGenie Business Account	890463/516	423.78	423.78		500			Welding Work Asstd Play Areas
18/10/2024	Imperative Training Ltd	170171/504	1,800.00	1,800.00		500			Defib for St Mary's Church
18/10/2024	Manx Telecom Trading Ltd	095702/502	24.02	24.02		500			Matrix Board Sim Cards Oct 24
18/10/2024	Npower Ltd	663317/515	148.52	148.52		500			VP Café & Lights Sep 24
18/10/2024	Screwfix	3598/VAR	95.58	95.58		500			Shield Anchors & Rawbolts Bins
18/10/2024	Thomas Kay Photography	X1144/505	150.00	150.00		500			Springfield Play Area Opening
18/10/2024	Unblock Cumbria Ltd	41359/522	300.00	300.00		500			Culvert at Stoneleigh Alloment
18/10/2024	Water Plus	010137/503	109.94	109.94		500			Siddick Allotments Jul to Sep
18/10/2024	Cumberland Council	380247/400	23,500.00	23,500.00		500			WNPO Salary Contribution 2024
18/10/2024	Moore East Midlands	326619/482	2,016.00	2,016.00		500			External Audit 2023/24
18/10/2024	TP Landscaping Ltd	1033/493	12,490.80	12,490.80		500			Footpath Springfield Play Area
18/10/2024	PayPal	5BN869060T	250.00			240		250.00	Transfer funds to debit card
18/10/2024	XLN Telecom Ltd	985923/534	88.99	88.99		500			WTCCC Phone & Broadband Nov 24
22/10/2024	Caffreys Training Centre Ltd	0069/535	660.00	660.00		500			Manual Handling Training
22/10/2024	Firpress Ltd	18506/536	108.00	108.00		500			Banner for Moorclose Play Area
22/10/2024	Firpress Ltd	18511/537	24.00	24.00		500			Mayor of Workington Bus Cards
22/10/2024	Screwfix	11892/538	6.99	6.99		500			Pack of Square Hinges
22/10/2024	Screwfix	9715/539	7.98	7.98		500			Black Rubber Tape
22/10/2024	Screwfix	7413/540	50.77	50.77		500			Spirit Level, Loppers, Drainer

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/10/2024	Tivoli Group Limited	71030/542	648.00	648.00		500			Cut Hedges at Vulcan Park
22/10/2024	Tivoli Group Limited	71031/543	324.00	324.00		500			Flail Cut at Siddick Allotment
22/10/2024	Calc	TR3093/545	20.00	20.00		500			Being a Good Employer Training
22/10/2024	High Harrington Community Cent	NONE/548	40.00	40.00		500			Meeting Room Hire
22/10/2024	Water Plus	237726/549	789.65	789.65		500			Annie Pit Water Jul to Oct 24
22/10/2024	Carnegie Singers	GR0924/532	620.00	620.00		500			Grant - Performance of Messiah
22/10/2024	Lakes Electrics	INV245/520	186.00	186.00		500			Outdoor Socket at Green Hub
22/10/2024	Des Horner	13/517	100.00	100.00		500			Welding Work at Vulcan Park
22/10/2024	Emma Chapman	TRANSFER	41.02		3.20	4210	100	21.06	Expenses - Mileage, Water
						4725	120	1.01	Expenses - Mileage
						4770	120	15.75	Expenses - Sharps Box
22/10/2024	Siobhan Bridge	TRANSFER	31.22			4655	110	8.10	Expenses - Mileage
						4250	100	9.41	Expenses - Mileage
						4210	100	0.53	Expenses - Mileage
						4725	120	0.78	Expenses - Mileage
						4700	120	12.40	Expenses - Mileage
22/10/2024	Cumberland Council	TRANSFER	21.00			4550	110	21.00	TEN Christmas Festival
22/10/2024	TP Landscaping Ltd	1033	12,490.80	12,490.80		500			P/Ledger Electronic Payment
22/10/2024	Moore East Midlands	326619	2,016.00	2,016.00		500			P/Ledger Electronic Payment
22/10/2024	Cumberland Council	0380247	23,500.00	23,500.00		500			P/Ledger Electronic Payment
23/10/2024	PayPal	77E911041V	250.00			240		250.00	Transfer funds to debit card
23/10/2024	Monty's Ices	021024/541	100.00	100.00		500			Ice Cream Springfield Opening
23/10/2024	TP Landscaping Ltd	REFUND	-12,490.80	-12,490.80		500			P/Ledger Electronic Payment
24/10/2024	HSBC UK	SEP24	8.00	8.00		500			Bank Charges Sept 24
30/10/2024	PayPal	0TG209335W	250.00			240		250.00	Transfer funds to debit card
Total Payments for Month			151,238.18	149,836.37	3.20			1,398.61	
Balance Carried Fwd			890,255.06						
Cashbook Totals			1,041,493.24	149,836.37	3.20			891,653.67	

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	139.77					139.77	
2X5453852D	Banked: 02/10/2024	0.06						
2X5453852D	PayPal Inc. Banked: 04/10/2024	250.00			1999	100	0.06	Debit Card Cashback Bonus
9S91283648	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
1XT053834J	Banked: 09/10/2024	0.38						
1XT053834J	PayPal Inc.	0.38			1999	100	0.38	Debit Card Cashback Bonus
3TP514111C	Banked: 16/10/2024	0.24						
3TP514111C	PayPal Inc. Banked: 17/10/2024	250.00			1999	100	0.24	Debit Card Cashback Bonus
3NJ6063737	Current Bank A/c Banked: 18/10/2024	250.00			200		250.00	Transfer of funds to debit car
5BN869060T	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
896727573F	Banked: 23/10/2024	2.16						
896727573F	PayPal Inc. Banked: 23/10/2024	250.00			1999	100	2.16	Debit Card Cashback Bonus
77E911041V	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
2024/71	Banked: 24/10/2024	43.53						
2024/71	John Linton	43.53			1310	120	43.53	Cranbourne Street Plot 4
2024/219	Banked: 24/10/2024	80.04						
2024/219	Leigh Brown	80.04			1310	120	80.04	Stoneleigh Plot 2
2024/71	Banked: 24/10/2024	-1.56						
2024/71	John Linton	-1.56			1310	120	-1.56	Cranbourne Street Plot 4
7K68444949	Banked: 30/10/2024	0.84						
7K68444949	PayPal Inc. Banked: 30/10/2024	250.00			1999	100	0.84	Debit Card Cashback Bonus
OTG209335W	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
Total Receipts for Month		1,375.69	0.00	0.00			1,375.69	
Cashbook Totals		<u>1,515.46</u>	<u>0.00</u>	<u>0.00</u>			<u>1,515.46</u>	

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/10/2024	National Association of Local	3HA7889505	39.22	39.22		500			Young Councillors Training
03/10/2024	Disclosure & Barring Service	TRANSFER	18.00			4210	100	18.00	DBS Check - Anni Blaikie
03/10/2024	Disclosure & Barring Service	TRANSFER	18.00			4210	100	18.00	DBS Check - Gary McTaggart
03/10/2024	HM Land Registry	TRANSFER	6.00			4770	120	6.00	Search - Newlands Lane PA
03/10/2024	Post Office Ltd.	TRANSFER	23.00			4180	100	23.00	Postage - Full Council Agendas
04/10/2024	TESCO	TRANSFER	5.25			4210	100	5.25	Water for Town Hall
05/10/2024	Sole It Lock It	TRANSFER	6.00			4820	120	6.00	Keys for Allotments
10/10/2024	Sole It Lock It	TRANSFER	5.50			4725	120	5.50	Keys for Play Area
11/10/2024	Sole It Lock It	TRANSFER	5.50			4820	120	5.50	Keys for Allotments
11/10/2024	Morrisons	TRANSFER	27.34			4770	120	27.34	Fuel for Parks Machinery
12/10/2024	Mr Keys	TRANSFER	7.00			4480	100	7.00	Keys for Town Hall
13/10/2024	PayPal Inc.	TRANSFER	-18.00			4210	100	-18.00	DBS Check Refund G McTaggart)
15/10/2024	Disclosure & Barring Service	TRANSFER	18.00			4210	100	18.00	DBS Check - Gary McTaggart
16/10/2024	Amazon EU S.a.r.l. UK Branch	9M62263929	40.98	40.98		500			Brita Flow XXL Water Tank
16/10/2024	Gadget Dagenham Ltd	1RF569571F	23.29	23.29		500			Brita Maxtra Water Filter
19/10/2024	Post Office Ltd.	TRANSFER	250.00			4180	100	250.00	Stamps for Allotment Invoices
21/10/2024	The Safety Supply Company	69F938683P	109.92	109.92		500			Chainsaw Boots
21/10/2024	Metallic Garden	81P958344U	90.00	90.00		500			Brass Tags for Christmas Trees
22/10/2024	Amazon EU S.a.r.l. UK Branch	4MT826415L	7.98	7.98		500			Noticeboard Magnets
23/10/2024	Richard James Newsagents	TRANSFER	10.20			4180	100	10.20	2nd Class Stamps
23/10/2024	Richard James Newsagents	TRANSFER	11.55			4180	100	11.55	1st Class Stamps
23/10/2024	Post Office Ltd.	TRANSFER	10.40			4180	100	10.40	Postage - Culture Committee
24/10/2024	Post Office Ltd.	TRANSFER	20.80			4180	100	20.80	Postage - Sus Dev Agendas
27/10/2024	GoDaddy.com LLC	TRANSFER	76.75		12.79	4160	100	63.96	Visit Workington Domain Renew
29/10/2024	Post Office Ltd.	TRANSFER	10.50			4180	100	10.50	Allotment Invoices
29/10/2024	Post Office Ltd.	TRANSFER	29.40			4180	100	29.40	Postage - Allotment Invoices
31/10/2024	UK Office Direct	9HR292070Y	22.85	22.85		500			P/Ledger Electronic Payment
31/10/2024	Argos	TRANSFER	139.99			4120	100	139.99	Samsung A15 Phone
31/10/2024	Wix.com Ltd	649607/592	201.60	201.60		500			P/Ledger Electronic Payment
Total Payments for Month			1,217.02	535.84	12.79			668.39	
Balance Carried Fwd			298.44						
Cashbook Totals			<u>1,515.46</u>	<u>535.84</u>	<u>12.79</u>			<u>966.83</u>	

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 12 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2024	Current Bank A/c	810,797.57	
30/11/2024	West Cumbria Credit Union	10,599.74	
30/11/2024	Petty Cash	0.00	
30/11/2024	PayPal	382.50	
			821,779.81

Receipts not on Bank Statement

0.00

Closing Balance

821,779.81

All Cash & Bank Accounts

1	Current Bank A/c	810,797.57
3	West Cumbria Credit Union	10,599.74
4	Petty Cash	0.00
5	PayPal	382.50
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>821,779.81</u>

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	890,255.06					890,255.06	
FDMS0111	Banked:01/11/2024	476.29						
FDMS0111	FDMS Allotments	476.29			1310	120	476.29	Allotment Payments 01/11/24
PID790306	Banked:01/11/2024	347.83						
PID790306	SumUp Payments Acc.	347.83			1310	120	347.83	SumUp Allotment Payments
FDMS041124	Banked:04/11/2024	130.53						
FDMS041124	FDMS Allotments	130.53			1310	120	130.53	Allotment Payments 04/11/24
FDMS051124	Banked:05/11/2024	51.30						
FDMS051124	FDMS Allotments	51.30			1310	120	51.30	Allotment Payments 05/11/24
PID796412	Banked:05/11/2024	119.26						
PID796412	SumUp Payments Acc.	119.26			1310	120	119.26	SumUp Allotment Payments
PID796412	Banked:05/11/2024	9.83						
	Sales Recpts Page 222	9.83	9.83		100			Sales Recpts Page 222
FDMS061124	Banked:06/11/2024	184.07						
FDMS061124	FDMS Allotments	184.07			1310	120	184.07	Allotment Payments 06/11/24
FDMS081124	Banked:08/11/2024	160.95						
FDMS081124	FDMS Allotments	160.95			1310	120	160.95	Allotment Payments 08/11/24
Allots0911	Banked:09/11/2024	419.51						
2024/118	G Burnie	51.30			1310	120	51.30	Park Lane plot 12
2024/20	G Spencer	109.90			1310	120	109.90	Annie Pit plot 18
2024/119	J Atherton	92.50			1310	120	92.50	Park Lane plot 13
2024/227	N O'Nions	83.24			1310	120	83.24	Stoneleigh plot 11b
2024/162	E Barry	37.07			1310	120	37.07	Siddick plot 1
2024/168	K Johnson	45.50			1310	120	45.50	Siddick plot 6b
w/e 091124	Banked:09/11/2024	410.00						
	Sales Recpts Page 216	410.00	410.00		100			Sales Recpts Page 216
FDMS121124	Banked:12/11/2024	161.81						
FDMS121124	FDMS Allotments	161.81			1310	120	161.81	Allotment Payments 12/11/24
PID808520	Banked:12/11/2024	251.92						
PID808520	SumUp Payments Acc.	251.92			1310	120	251.92	SumUp Allotment Payments
FDMS131124	Banked:13/11/2024	82.40						
FDMS131124	FDMS Allotments	82.40			1310	120	82.40	Allotment Payments 13/11/24
FDMS131124	Banked:13/11/2024	293.38						
FDMS131124	FDMS Allotments	293.38			1310	120	293.38	Allotment Payments 13/11/24
CHQ141124	Banked:14/11/2024	632.56						
CHQ141124	HSBC Cheque Deposit	632.56			1310	120	632.56	Allotment Payments 14/11/24
24-25/069	Banked:14/11/2024	30.00						
	Sales Recpts Page 223	30.00	30.00		100			Sales Recpts Page 223

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
FDMS151124	Banked: 15/11/2024	257.42						
FDMS151124	FDMS Allotments	257.42			1310	120	257.42	Allotment Payments 15/11/24
w/e 161124	Banked: 16/11/2024	290.00						
	Sales Recpts Page 218	290.00	290.00		100			Sales Recpts Page 218
Allots1611	Banked: 16/11/2024	80.91						
Allots1611	D Jones	41.20			1310	120	41.20	Soapery plot 11
Allots1611	D Bainbridge	39.71			1310	120	39.71	Siddick plot 5
FDMS181124	Banked: 18/11/2024	130.53						
FDMS181124	FDMS Allotments	130.53			1310	120	130.53	Allotment Payments 18/11/24
FDMS191124	Banked: 19/11/2024	178.66						
FDMS191124	FDMS Allotments	178.66			1310	120	178.66	Allotment Payments 19/11/24
FDMS201124	Banked: 20/11/2024	41.20						
FDMS201124	FDMS Allotments	41.20			1310	120	41.20	Allotment Payments 20/11/24
FDMS221124	Banked: 22/11/2024	234.43						
FDMS221124	FDMS Allotments	234.43			1310	120	234.43	Allotment Payments 22/11/24
Allots2311	Banked: 23/11/2024	158.29						
2024/111	Murray & Hodgson	92.50			1310	120	92.50	Park Lane Plot 6
2024/180	M Scott	65.79			1310	120	65.79	Siddick Plot 18
w/e 23/11	Banked: 23/11/2024	85.80						
	Sales Recpts Page 220	85.80	85.80		100			Sales Recpts Page 220
FDMS251124	Banked: 25/11/2024	193.23						
FDMS251124	FDMS Allotments	193.23			1310	120	193.23	Allotment Payments 25/11/24
PID830275	Banked: 25/11/2024	9.83						
	Sales Recpts Page 221	9.83	9.83		100			Sales Recpts Page 221
FDMS261124	Banked: 26/11/2024	237.50						
FDMS261124	FDMS Allotments	237.50			1310	120	237.50	Allotment Payments 26/11/24
PID831816	Banked: 26/11/2024	69.88						
PID831816	SumUp Payments Acc.	69.88			1310	120	69.88	SumUp Allotment Payments
FDMS271124	Banked: 27/11/2024	474.58						
FDMS271124	FDMS Allotments	474.58			1310	120	474.58	Allotment Payments 27/11/24
FDMS291124	Banked: 29/11/2024	342.92						
FDMS291124	FDMS Allotments	342.92			1310	120	342.92	Allotment Payments 29/11/24
PID837281	Banked: 29/11/2024	40.50						
PID837281	SumUp Payments Acc.	40.50			1310	120	40.50	SumUp Allotment Payments
Allots3011	Banked: 30/11/2024	1,131.93						
2024/276	J & S Dolan	30.75			1310	120	30.75	Wesley Street plot 9
2024/271	S Sharples	61.50			1310	120	61.50	Wesley Street plot 3

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2024/233	TA Falcon	15.83			1310	120	15.83	Wastwater plot 6
2024/228	TA Falcon	15.83			1310	120	15.83	Wastwater plot 1
2024/187	M Scott	139.11			1310	120	139.11	Siddick plot D
2024/183	P Gilmore	71.08			1310	120	71.08	Siddick plot 21
2024/151	S Barber	4.00			1310	120	4.00	Salterbeck Raised Bed 2
2024/150	S Barber	4.00			1310	120	4.00	Salterbeck Raised Bed 1
2024/130	S Barber	7.92			1310	120	7.92	Salterbeck Community plot 1
2024/109	Paul McDonald	112.17			1310	120	112.17	Park Lane plot 4
2024/90	M Simpson	102.07			1310	120	102.07	Mountain View plot 1
2024/88	J D Hoban	66.16			1310	120	66.16	Cranbourne Street plot 20
2024/37	Mr A Ferris	130.53			1310	120	130.53	Annie Pit plot 33
2024/34	T Thursby	130.55			1310	120	130.55	Annie Pit plot 30
2024/5	Miss P Lauder	109.90			1310	120	109.90	Annie Pit plot 5
2024/3	B Laycock	130.53			1310	120	130.53	Annie Pit plot 3
Total Receipts for Month		7,719.25	835.46	0.00			6,883.79	
Cashbook Totals		<u>897,974.31</u>	<u>835.46</u>	<u>0.00</u>			<u>897,138.85</u>	

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2024	Autoserve Ltd	757736/DDR	37.91	37.91		500			Maintenance Estates Van Oct 24
04/11/2024	Big Foot Events Limited	INV-23660	3,600.00	3,600.00		500			911 Christmas Festival CREDIT
04/11/2024	Big Foot Events Limited	INV-24095	765.00	765.00		500			Frozen Show at Christmas Fest
04/11/2024	Big Foot Events Limited	INV-24390	765.00	765.00		500			Elf Workshop Balance
04/11/2024	Big Foot Events Limited	INV-24407	675.00	675.00		500			Sway with Buble Balance
08/11/2024	Deltawaite Limited	153483/VAR	221.94	221.94		500			4 x Navy Boilersuits
08/11/2024	Jean Airey	291024/556	219.35	219.35		500			6 Month Internal Audit
08/11/2024	Des Horner	14/557	140.00	140.00		500			Welding Gates at Annie Pit
08/11/2024	Firpress Ltd	17336/VAR	475.24	475.24		500			A4 Copier Paper
08/11/2024	Lakes Electrics	INV249/583	200.00	200.00		500			Install Defib St. Marys Church
08/11/2024	Watson Dairies Ltd	261024/561	30.80	30.80		500			Milk for Town Hall
08/11/2024	JJ Group (Contracting) Ltd	25563/562	228.00	228.00		500			Repairs to Colour Noticeboard
08/11/2024	Screwfix	038170/VAR	77.74	77.74		500			Stanley Knives & Blades
08/11/2024	Jewson Ltd	148769/575	163.18	163.18		500			PostFix - Moorclose Play Area
08/11/2024	Travis Perkins Trading Company	002103/VAR	236.31	236.31		500			Hire of Breaker - Moorclose PA
08/11/2024	Tudor Environmental	353295/567	118.48	118.48		500			Chanisaw Safety Gloves & Chaps
08/11/2024	Water Plus	306003/568	10.21	10.21		500			Cranbourne Street Jul - Oct 24
08/11/2024	Water Plus	301859/569	23.77	23.77		500			Park Lane Water Jul to Oct 24
08/11/2024	Water Plus	250915/570	12.73	12.73		500			Stoneleigh Water Aug to Oct 24
08/11/2024	Christina Norman	24-002/572	60.00	60.00		500			Town Hall Cleaning Oct 24
08/11/2024	J R Bennett	4886/573	675.48	675.48		500			Assorted Plants - Vulcan Park
08/11/2024	Kompan Scotland Ltd	211343/576	23,226.43	23,226.43		500			Equipment - Moorclose PA
08/11/2024	Caffreys Training Centre Ltd	0080/578	660.00	660.00		500			Fire Warden Courses
08/11/2024	Christmas in Company	GRANT/593	500.00	500.00		500			Grant for Christmas Day Meals
08/11/2024	Harrington Youth Club	GRANT/594	250.00	250.00		500			Grant for Community Christmas
08/11/2024	Workington Royal British Legio	101124/585	595.00	595.00		500			Refreshments for Remembrance
08/11/2024	Big Foot Events Limited	22792/VAR	1,800.00	1,800.00		500			Snow Globe & Snow Machine
08/11/2024	Big Foot Events Limited	22669/VAR	630.00	630.00		500			Reindeer for Christmas Lights
08/11/2024	Andrew Burns	TRANSFER	360.00			4262	100	360.00	Expenses - Road Tax & V62
11/11/2024	Playdale Playgrounds Ltd	57542/525	37,336.74	37,336.74		500			Springfield Play Area Equipmnt
11/11/2024	BNP Paribas Leasing Solutions	OCT2024	479.09	479.09		500			Lease Estates Van Oct/Nov 24

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/11/2024	Card Saver Limited	VT OCT2024	15.54	15.54		500			Purchase Ledger DDR Payment
14/11/2024	First Data Europe Limited	14112024	53.30	53.30		500			Purchase Ledger DDR Payment
15/11/2024	Lakes Loos Ltd	7096/583	418.80	418.80		500			Toilets for Christmas Festival
18/11/2024	Business Stream	290856/601	102.02	102.02		500			WTCCC Water Sep/Oct 24
18/11/2024	XLN Telecom Ltd	068516/623	88.99	88.99		500			WTCCC Phone & Broadband Dec 24
18/11/2024	Beacon Fire Protection Ltd	105102/624	49.32	49.32		500			WTCCC Extinguisher Service
18/11/2024	Total Energies Gas & Power	G_OCT2024	315.46	315.46		500			WTCCC Gas Jul to Oct 2024
20/11/2024	Total Energies Gas & Power	E_OCT2024	241.57	241.57		500			WTCCC Electricity Aug - Oct 24
21/11/2024	FuelGenie Business Account	003321/587	199.12	199.12		500			Fuel for Van and Machinery Oct
21/11/2024	Deltawaite Limited	154243/VAR	108.60	108.60		500			Fleece Jacket and Cargo Trousers
21/11/2024	The Riverside Group Limited	81136/610	50.00	50.00		500			O/C R/Hire for Science W/Shop
21/11/2024	Firpress Ltd	18864/612	305.00	305.00		500			Order of Service Booklets 2024
21/11/2024	S J McGuckin Ltd	112401/613	300.00	300.00		500			PA System for Remembrance Day
21/11/2024	Jewson Ltd	149093/VAR	484.54	484.54		500			Postfix for Moorclose PA
21/11/2024	Travis Perkins Trading Company	777260/VAR	175.20	175.20		500			Hire of Breaker - Moorclose PA
21/11/2024	Gala Lights Limited	24462/620	5,634.00	5,634.00		500			Move C/mas Lights Power Supply
21/11/2024	Thomas Kay Photography	X1161/621	150.00	150.00		500			Photos at Remembrance Parade
21/11/2024	Manx Telecom Trading Ltd	200189/596	24.02	24.02		500			Matrix Board Sim Cards Nov 24
21/11/2024	Screwfix	039687/602	20.78	20.78		500			Cable Ties and Silicon
21/11/2024	Workington Musical Festival	GRANT/604	250.00	250.00		500			Grant for Medals & Prizes
21/11/2024	Blenk Studios	524003/605	100.00	100.00		500			Christmas Banner & Poster
21/11/2024	Npower Ltd	939579/622	156.63	156.63		500			VP Café & Lights Oct 24
21/11/2024	ACAS	18481/625	400.00	400.00		500			HR for Beginners Training
21/11/2024	Warren Plant Hire	10852/626	250.00	250.00		500			Signs & Fencing Christmas Fest
21/11/2024	R & J Industrial Supplies Ltd	95205/627	9.60	9.60		500			2 x Keys for Vulcan Park
21/11/2024	Gray Facepainting and Arts	30/12/631	360.00	360.00		500			Facepainting at Christmas Fest
21/11/2024	Salterbeck Tenants & Residents	GRANT/634	550.00	550.00		500			Grant for Christmas Activities
21/11/2024	Vortex Security Services LLP	562/635	72.00	72.00		500			Call Out to CCTV Fault
24/11/2024	HSBC UK	OCT2024	8.00	8.00		500			Bank Charges October 2024
25/11/2024	Zurich Insurance Plc	647087/600	1,442.85	1,442.85		500			Vehicle Insurance 2024/25
26/11/2024	HM Land Registry	2007033928	18.00	18.00		500			Purchase Ledger DDR Payment

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/11/2024	PayPal	7EU169883E	250.00			240		250.00	Transfer to Paypal Debit Card
Total Payments for Month			87,176.74	86,566.74	0.00			610.00	
Balance Carried Fwd			810,797.57						
Cashbook Totals			<u>897,974.31</u>	<u>86,566.74</u>	<u>0.00</u>			<u>811,407.57</u>	

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	298.44					298.44	
3J3143793X	Banked: 06/11/2024	1.76						
3J3143793X	PayPal Inc.	1.76			1999	100	1.76	Debit card cashback bonus
1RT337402E	Banked: 13/11/2024	0.21						
1RT337402E	PayPal Inc.	0.21			1999	100	0.21	Debit card cashback bonus
Allots1611	Banked: 16/11/2024	80.91						
2024/202	D Jones	41.20			1310	120	41.20	Soapery plot 11
2024/165	D Bainbridge	39.71			1310	120	39.71	Siddick plot 5
ERROR	Banked: 16/11/2024	-80.91						
ERROR	Allotments	-80.91			1310	120	-80.91	Posted to wrong cashbook
7EY4403746	Banked: 19/11/2024	72.10						
7EY4403746	Michael Hanrahan	72.10			1310	120	72.10	Siddick plots 15 & 16
7PM1044148	Banked: 20/11/2024	0.22						
7PM1044148	PayPal Inc.	0.22			1999	100	0.22	Debit card cashback bonus
18Y299382H	Banked: 27/11/2024	0.36						
18Y299382H	PayPal Inc.	0.36			1999	100	0.36	Debit card cashback bonus
	Banked: 28/11/2024	250.00						
7EU169883E	Current Bank A/c	250.00			200		250.00	Transfer to Paypal Debit Card
39M172573C	Banked: 28/11/2024	79.71						
39M172573C	Janine Sharland	79.71			1310	120	79.71	Mountain View plot 2
Total Receipts for Month		404.36	0.00	0.00			404.36	
Cashbook Totals		<u>702.80</u>	<u>0.00</u>	<u>0.00</u>			<u>702.80</u>	

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2024	Post Office Ltd.	3B1894693W	10.50			4180	100	10.50	Postage - Environment Agenda
05/11/2024	H M Land Registry	2B3086045F	6.00			4820	120	6.00	Land Search Feenans Allotments
07/11/2024	Amazon EU S.a.r.l. UK Branch	11P1859115	19.99	19.99		500			Radio Headset
09/11/2024	Amazon EU S.a.r.l. UK Branch	0R20664605	19.99	19.99		500			Radio Headset
09/11/2024	P&D Newsagents	3H07577720	2.60			4180	100	2.60	Allotment Invoices
14/11/2024	J W Plant & Co. Ltd.	7VR9766808	44.80	44.80		500			P/Ledger Electronic Payment
20/11/2024	Amazon EU S.a.r.l. UK Branch	P467620K-1	17.78	17.78		500			P/Ledger Electronic Payment
20/11/2024	FLINTOFT IRONMONGERS LIMITED	P467620K-2	29.54	29.54		500			P/Ledger Electronic Payment
20/11/2024	Safield Distributions Limited	P467620K-3	23.98	23.98		500			P/Ledger Electronic Payment
28/11/2024	Richard James Newsagents	125785623L	68.00			4180	100	68.00	2nd Class Stamps
28/11/2024	Home Bargains	4Y217323D	6.47			4250	100	6.47	Christmas Card Winners Bags
28/11/2024	Cumberland Council	7W2402631V	20.00			4250	100	20.00	Mayor's SSL Licence Annual Fee
28/11/2024	Aldi	6WX454845J	48.05		8.01	4250	100	40.04	Mayoral Gifts for Care Homes
30/11/2024	Post Office Ltd.	9L693392Y	2.60			4180	100	2.60	Allotment Invoices
Total Payments for Month			320.30	156.08	8.01			156.21	
Balance Carried Fwd			382.50						
Cashbook Totals			<u>702.80</u>	<u>156.08</u>	<u>8.01</u>			<u>538.71</u>	

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		Solicitors fees Fees arising from AGAR issues Any professional legal advice fees/expenses	
	Mayoral benches	£1,000	£0			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

	Total available budget 24-25	Proposed Budget 25-26	Non-recurring items 25-26 only	Budget use
Culture & Community				
Christmas	£90,000	£90,000		Christmas lights and Christmas festival
Youth and Community	£14,000	£17,000		Science workshops, teddy bears picnic, schools competition and general youth and community support
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
Culture Commissions and Funding	£8,000	£20,000		General commissions and funding
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	
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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	£43,500		Workington Nature Partnership. Subject to discussion with Cumberland Council	£23,500 standard contribution £18,000 staffing £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	£193,500	£191,700		
Total Environment 25-26			£385,200		

DRAFT Budget 25-26

	Total available budget 25-26
Totals	
Finance & General Purposes	£679,044
Development	£10,000
Culture	£222,700
Environment	£385,200
Total	£1,296,944

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 £310,235

DRAFT Budget 25-26

	Budget
Total base budget	£1,088,744
Total one off project costs	£208,200

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

(£86K LTA, £20K CC, £45K Green hub not secured)

Reserves call	£0
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(number can be tweaked to determine what percentage Council wish to add to precept)

Total precept request	£1,124,944
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Band D 24/25	£138.36
Band D 25/26	£152.07
Percentage increase	9.91%

DRAFT Budget 25-26

	Estimated reserves 31st March 25	
Remaining for committed spend	£524,798	
Remaining for budget spend	£365,851	
25% minimum reserve	£324,236	
Remaining for committed spend	£200,562	(what we have left if we only spend what's committed minus 25% min reserve)
Remaining for budget spend	£41,615	(what we have left if we spend what's been budgeted for minus 25% min reserve)
Reserves call 25-26	£0	
Remaining for committed spend	£200,562	(what we have left if we only spend what's committed minus 25% min reserve minus reserves call required for 25-26)
Remaining for budget spend	£41,615	(what we have left if we spend what's been budgeted for minus 25% min reserve minus reserves call required for 25-26)

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 (all info to be added)
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	CU259421	Soapery	Environment	Land & Property	2011	1.00			1.00		
12	Allotments	LR Title CU134365	Annie Pit & Feenans Allotments	Environment	Land & Property	2015	1.00			1.00		
13	Allotments	LR Title CU145260	Cranbourne Street Allotments	Environment	Land & Property	2015	1.00			1.00		
14	Allotments	LR Title CU133557	Park Lane 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 CU290211	Siddick 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 CU132607	Newlands Lane 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		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
28	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
29	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
30	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
31	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
32	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
33	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
34	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
35	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
36	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
37	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
38	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
39	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
40	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
41	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
42	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
43	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
44	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
45	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
46	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
47	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
48	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
49	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
50	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
51	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
52	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
53	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	2024	560.00			560.00		
54	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
55	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
56	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
57	Civic Robe		Princess Street Community Centre	Finance & General Purposes	Civic	1982	714.29			714.29		
58	Clerk Robe		Princess Street Community Centre	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 CU213339	Salterbeck Community Garden	Environment	Land & Property	2015	1.00			1.00		
61	Community Garden	LR Title CU131422	Wastwater Avenue	Environment	Land & Property	2015	1.00			1.00		
62	Defibrillator		St Mary's Church, Westfield	Environment	Equipment	2024	1,500.00			1,500.00		
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		Briery, Stainburn	Environment	Equipment	2022	1,240.00			1,240.00		
66	Defibrillator		Princess Street Community Centre	Environment	Equipment	2022	1,240.00			1,240.00		
67	Defibrillator		Northside	Environment	Equipment	2024	1,370.00			1,370.00		
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		Outside 02	Environment	Signage	2014	1.00			1.00		
72	Finger posts Town Centre		Outside HSBC	Environment	Signage	2014	Unknown			0.00		

73	Finger posts Town Centre		Pow St/Murray Road	Environment	Signage	2014	Unknown			0.00	
74	Finger posts Town Centre		Outside Natwest	Environment	Signage	2014	Unknown			0.00	
75	Finger posts Town Centre		Coastline	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	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00	
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	Furniture of Mayoral Reception room		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance
84	Green Hub		Vulcan Park	Finance & General Purposes	Land & Property	2018	1.00			1.00	
85	Harrington Marina	CU310295	Harrington Marina Play Area	Environment	Land & Property	1-Jul-18	1.00			1.00	
86	Henchman platform		Vulcan Park	Environment	Estates Equipment	2017	958.00			958.00	
87	Land (Vulcan Park)	CU336186	Vulcan Park	Environment	Land & Property	27-Jul-18	1.00			1.00	
88	Land at Brewery House	LR Title CU131251	Brewery House	Environment	Land & Property	26-Jul-22	1.00			1.00	
89	Land at Newlands Lane	LR Title CU282073 / CU310290	Newlands Lane	Environment	Land & Property		1.00			1.00	
90	Land at Oxford Street (Lamont Pridmore)	CU104558	Oxford Street	Finance & General Purposes	Land & Property	1993	16,000.00			16,000.00	
91	Land at Siddick	LR Title CU286010	Siddick	Environment	Land & Property					0.00	
92	Land on the West Side of Moss Bay Road	CU304476	The Ranch	Environment	Land & Property	31-Mar-23	150,000.00			150,000.00	
93	Lawn Mower (Toro Turfmaster)		Vulcan Park	Environment	Estates Equipment	21-Jul-23	1,680.00			1,680.00	
94	Leaf Blower / Vacumn (Little Wonder ProVac)		Vulcan Park	Environment	Estates Equipment	24-Apr-19	2,549.00			2,549.00	
95	Lighting columns (cast iron)		Vulcan Park	Environment	Lighting	2019	1.00			1.00	Historic importance
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	Lodge Garage		Vulcan Park	Finance & General Purposes	Land & Property	2018				0.00	
102	Mayor's throne chair		Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	
103	Memorial plaque - James Smith VC		Workington Train Station	Finance & General Purposes	Monuments	2014	1.00			1.00	Historic importance
104	Mini Tennis Net		Vulcan Park	Environment	Play Areas	30-Mar-23	1,609.00			1,609.00	
105	Minute books & records of the Charter Trustees (1974-1982)		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance
106	Minute books & records of the Corporation (1884-1974)		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance
107	Minute books & records of WTC (1982 - date)		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance
108	Monument (Dr Peet)		Portland Square	Finance & General Purposes	Monuments	2014	1.00			1.00	Historic importance
109	Noticeboard - Digital image colour screen		Ivision Lane	Culture & Community	Displays	2019	5,371.00			5,371.00	
110	Noticeboard - Digital text		Central Way	Culture & Community	Displays	2017	2,745.00			2,745.00	
111	Noticeboard - Digital text		Washington Street	Culture & Community	Displays	2017	2,310.00			2,310.00	
112	Office 365 license		Town Hall, Oxford Street	Finance & General Purposes	Software	2019				0.00	
113	Oil painting and frame	Lady Mayor of Workington	Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	Historic importance
114	Oil painting and frame	Henry Curwen	Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	Historic importance
115	Oil painting and frame	Clr Cain	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		Princess Street Community Centre	Finance & General Purposes	Civic	1982				0.00	Historic importance
118	Old Park Café		Vulcan Park	Finance & General Purposes	Land & Property	2018				0.00	Historic importance
119	Paintings and throne chair		Princess Street Community Centre	Finance & General Purposes	Civic	1982	16,797.00			16,797.00	Historic importance
120	Panna Court		Moorbanks active zone	Environment	Play Areas	2015	1,176.00			1,176.00	
121	Panna Court		Vulcan Park	Environment	Play Areas	2015	1,176.00			1,176.00	
122	Panna Court		Garnet Crescent	Environment	Play Areas	2015	1,176.00			1,176.00	
123	Picnic Bench		Quayside	Environment	Seating	15-Jun-22	719.00			719.00	
124	Picnic Bench		Quayside	Environment	Seating	15-Jun-22	719.00			719.00	
125	Picnic table		Walker Road Play Area	Environment	Seating	2015	779.00			779.00	
126	Picnic Table (Forest Saver Mobility)		Northside	Environment	Seating	10-Jul-23	768.00			768.00	
127	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
128	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
129	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
130	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
131	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
132	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
133	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
134	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
135	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
136	Planters (Welcome back fund)		Town Centre	Environment	Planters	1-Apr-23	850.10			850.10	
137	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17	
138	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17	
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	Play area equipment		Vulcan Park	Environment	Play Areas	30-Mar-23	102,529.00			102,529.00	
144	Play area equipment		Siddick Play Area	Environment	Play Areas	2015	1.00			1.00	
145	Play area equipment		Newlands Lane Play Area	Environment	Play Areas	2014	1.00			1.00	
146	Play area equipment		Brewery House Play Area	Environment	Play Areas	2014	1.00			1.00	
147	Play area equipment		Walker Road	Environment	Play Areas	2015	20,000.00			20,000.00	
148	Play area equipment		Moorclose Park	Environment	Play Areas	2016 & 2024	24,000.00			24,000.00	
149	Play area equipment		Wordsworth View	Environment	Play Areas	2016	23,372.00			23,372.00	
150	Play area equipment		Harrington Marina Play Area	Environment	Play Areas	01/07/2018 30 Nov 2023	1.00	8,800.00		8,801.00	
151	Play area equipment		Garnet Crescent	Environment	Play Areas	2019	14,400.00			14,400.00	
152	Play area equipment - youth zone		Moss Bay Road	Environment	Play Areas	2022	1.00			1.00	

153	Play Area Equipment (Dolphin Springer)		Harrington Marina Play Area	Environment	Play Areas	27-Oct-23	1,100.00		1,100.00	
154	Princess Street Land & Building	CU210334	Princess Street Community Centre	Finance & General Purposes	Land & Property	2021	50,000.00		50,000.00	
155	Recycling Bin		Vulcan Park	Environment	Play Areas	30-Sep-22	718.00		718.00	
156	Recycling Bin		Vulcan Park	Environment	Play Areas	30-Sep-22	718.00		718.00	
157	Ride-On Mower (Kubota F391)		Vulcan Park	Environment	Estates Equipment	15-Aug-23	26,750.00		26,750.00	
158	Road sign (metal)		Schoose Farm	Environment	Signage	2020	2,511.60		2,511.60	
159	Road sign (metal)		Harrington	Environment	Signage	2020	2,511.60		2,511.60	
160	Road sign (metal)		Seaton	Environment	Signage	2020	2,511.60		2,511.60	
161	Road sign (metal)		Siddick	Environment	Signage	2020	2,511.60		2,511.60	
162	Road sign (metal)		Stainburn	Environment	Signage	2020	2,511.60		2,511.60	
163	Royal Charter of the Borough		Cumberland Council	Finance & General Purposes	Civic	2022	1.00		1.00	Historic importance
164	Seal Machine Borough of Workington		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00		1.00	Historic importance
165	Slide		Garnet Crescent	Environment	Play Areas	2019	14,400.00		14,400.00	
166	Solider Statue		Vulcan Park	Environment	Monuments	2021	10,000.00		10,000.00	
167	Statue (Coelacanth)		Navvies Bridge	Finance & General Purposes	Monuments	2012	4,000.00		4,000.00	
168	Statue of Mandelion		Vulcan's Lane	Finance & General Purposes	Monuments	2012	9,558.00		9,558.00	
169	Storage Container		Vulcan Park	Environment	Land & Property	2021	7,000.00		7,000.00	
170	Tables (beech foldable)		Princess Street Community Centre	Finance & General Purposes	Equipment	2021	954.00		954.00	
171	Tannoy and Lighting system		Vulcan Park	Finance & General Purposes	Lighting	2013	7,800.00		7,800.00	
172	Trailer (Apache 8x5 with cage and rear ramp)		Vulcan Park	Environment	Estates Equipment	12-Oct-23	1,533.00		1,533.00	
173	Trim Trail		Siddick	Environment	Play Areas	5-Aug-22	2,113.00		2,113.00	
174	Trim Trail		Vulcan Park	Environment	Play Areas	15-Nov-22	11,370.00		11,370.00	
175	Workington Bowl		Helena Thompson Museum	Finance & General Purposes	Civic	2007	3,548.00		3,548.00	Historic importance

648,161.88	10,218.00	0.00	658,379.88
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Asset catalogue

Items owned by the Council but under the value or £700

Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
	A1 boards		Vulcan Park	Culture	Signage	6-Sep-22	195.00			195.00		
	A1 boards		Vulcan Park	Culture	Signage	6-Sep-22	195.00			195.00		
	A1 boards		Vulcan Park	Culture	Signage	6-Sep-22	195.00			195.00		
	A1 boards		Vulcan Park	Culture	Signage	6-Sep-22	195.00			195.00		
	Angle Grinder (Makita)		Vulcan Park	Environment	Equipment	2019	340.00			340.00		
	Baby changing station		Princess Street	F & GP	Equipment	18-Jan-23	180.00			180.00		
	Basket ball hoop		Vulcan Park	Environment	Play areas	13-Jul-05	650.00			650.00		
	Basket ball hoop		Vulcan Park	Environment	Play areas	13-Jul-05	650.00			650.00		
	Basket ball hoop		Moorclose Park	Environment	Play areas	13-Jul-05	650.00			650.00		
	Basket ball hoop		Princess Street (storage)	Environment	Play areas	13-Jul-05	650.00			650.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench		Helena Thompson Museum		Seating	2009	350.00			350.00		
	Bench (Allerdale commemorative)		Vulcan Park	Environment	Seating	31-Mar-23	478.00			478.00		
	Bench (Malcolm Bishop)		Washington Street		Seating	2021	464.00			464.00		
	Blower (backpack)		Vulcan Park	Environment	Equipment	2017	400.00			400.00		
	Blower (Stihl backpack)		Vulcan Park	Environment	Equipment	2017	400.00			400.00		
	Blower (Stihl BG86)		Vulcan Park	Environment	Equipment	2023	259.00			259.00		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brackets for Hanging Baskets		Tivoli Store Clay Flats	Environment	Floral Displays	30-Jul-11	100.29			100.29		
	Brushcutter		Vulcan Park	Environment	Equipment	21-Jul-23	510.00			510.00		
	Cable covers		Princess Street	Culture	Equipment	2019	534.00			534.00		
	Camera and tripod (Canon 500D)		Princess Street	Culture	Equipment	9-Jul-05	385.00			385.00		
	Cattle Trough		Newlands Lane	Environment	Allotments	2017	163.67			163.67		
	Cattle Trough		Newlands Lane	Environment	Allotments	2017	163.67			163.67		
	Cattle Trough		Newlands Lane	Environment	Allotments	2017	163.67			163.67		
	Cattle Trough		Cranbourne Street	Environment	Allotments	2017	163.67			163.67		
	Cattle Trough		Cranbourne Street	Environment	Allotments	2017	163.67			163.67		
	Cattle Trough		Cranbourne Street	Environment	Allotments	2017	163.67			163.67		
	Christmas Tree stand		Vulcan Park	Culture	Equipment	2019	300.00			300.00		
	Cordless Drill		Vulcan Park	Environment	Equipment	2016	225.00			225.00		
	Doorbell and Amazon tablet		Princess Street	F & GP	Equipment	13-Jan-23	163.00			163.00		
	Finger Posts (signs)		Town Centre	F & GP	Signage	6-Jul-05	1.00			1.00		
	Finger Posts (signs)		Town Centre	F & GP	Signage	6-Jul-05	1.00			1.00		
	Finger Posts (signs)		Town Centre	F & GP	Signage	6-Jul-05	1.00			1.00		
	Finger Posts (signs)		Town Centre	F & GP	Signage	6-Jul-05	1.00			1.00		
	Finger Posts (signs)		Town Centre	F & GP	Signage	6-Jul-05	1.00			1.00		
	Folding Chairs		Vulcan Park	Culture	Seating	2017	21.30			21.30		
	Folding Chairs		Vulcan Park	Culture	Seating	2017	21.30			21.30		
	Folding Chairs		Vulcan Park	Culture	Seating	2017	21.30			21.30		

Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Mangers		Tivoli Store Clay Flats	Environment	Floral Displays	24-May-10	32.86		32.86	
Noticeboard Town Centre		Campbell Saviours Way	Environment	Displays	2014	1.00		1.00	
Noticeboard Town Centre		Pow Street	Environment	Displays	2014	1.00		1.00	
Noticeboard Town Centre		Brow Top	Environment	Displays	2014	1.00		1.00	
Office Privacy screen		Town Hall	F & GP	Equipment	2023	681.00		681.00	
Past Mayor's badges			Finance & General Purposes	Civic	2017	713.00		713.00	
Pedestrian Fencing		Vulcan Park	Culture	Equipment	11-Jul-05	120.00		120.00	
Photographs of Mayors		Princess Street	F & GP	Historic	Unknown	Unknown		0.00	
Plough		Vulcan Park	Environment	Equipment	2014	0.00		0.00	
Post Box (white, Royal Mail)		Vulcan Park	Environment	Equipment	16-Oct-23	215.00		215.00	
Projector		Town Hall, Oxford Street	Finance & General Purposes	Equipment		458.00		458.00	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Signs		Allotments	Environment	Signage	7-Jul-05	67.23		67.23	
Stihl harness		Vulcan Park	Environment	Equipment	2017	£70		70.00	
Stihl harness		Vulcan Park	Environment	Equipment	2017	£54		54.00	
Stihl hedgecutter HS 872		Vulcan Park	Environment	Equipment	2017	£440		440.00	
Stihl hedgecutter HS 872		Vulcan Park	Environment	Equipment	2017	£440		440.00	
Stihl long pole hedgecutter		Vulcan Park	Environment	Equipment	2017	£605		605.00	
Stihl Roller Rotary mower		Vulcan Park	Environment	Equipment	24-Apr-19	£666		666.00	
STIHL Strimmer s/n 193082355		Vulcan Park	Environment	Equipment	15-Nov-22	£638		638.00	
Strimmer		Vulcan Park	Environment	Equipment	2019	275.00		275.00	
Strimmer		Vulcan Park	Environment	Equipment	2014	288.00		288.00	
Swing seat (birds nest)		Play Area?	Environment	Play areas	19-Dec-23	691.00		691.00	
Table (beech wood)		Town Hall	F & GP	Equipment	25-Jan-23	238.50		238.50	
Table (beech wood)		Town Hall	F & GP	Equipment	25-Jan-23	238.50		238.50	
Table (beech wood)		Princess Street	F & GP	Equipment	25-Jan-23	238.50		238.50	
Table (beech wood)		Princess Street	F & GP	Equipment	25-Jan-23	238.50		238.50	
Table (light wood)		Town Hall	F & GP	Equipment	7-Jul-05	270.00		270.00	
Table (light wood)		Town Hall	F & GP	Equipment	7-Jul-05	270.00		270.00	
Table (light wood)		Town Hall	F & GP	Equipment	7-Jul-05	270.00		270.00	
Table (light wood)		Town Hall	F & GP	Equipment	7-Jul-05	270.00		270.00	
Tablet (Remarkable)		Town Hall	F & GP	Equipment	2023	497.00		497.00	

Workington Town Council

Town Hall, Oxford Street, Workington, CA14 2RS
Telephone: 01900 702986
Email: office@workingtontowncouncil.gov.uk
Website: www.workingtontowncouncil.gov.uk



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.



FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 14
Meeting date: Monday 20 th January 2025	
From: Chief Officer/RFO	
Title: Cumberland Ward Boundary Review	

1. RECOMMENDATION

- To note the report for information.
- To consider any proposals or comments from WTC.

2. DETAIL

The Local Government Boundary Commission for England is currently running a consultation on ward boundaries for Cumberland Council and are inviting proposals for new council wards and ward boundaries.

The deadline for response is 24th February 2024. There will then be further consultations on draft recommendations.

What is an electoral review?

An electoral review recommends new electoral arrangements for Cumberland Council. It will propose:

- the total number of councillors elected to the council in the future;
- the number of wards;
- the number of councillors representing each ward;
- ward boundaries; and
- the names of wards.

How to get involved

As this is a public consultation The Local Government Boundary Commission for England welcomes views from individuals and organisations across Cumberland on where they think new ward boundaries should be drawn. They are recommending that **55 councillors** should be elected to Cumberland Council in the future, which is **9 more** than the current number of councillors. They invite proposals to help draw up a pattern of wards to accommodate **55 councillors**.

In drawing up new electoral wards, they must balance three legal criteria, namely:

- to deliver electoral equality: where each councillor represents roughly the same number of electors as others across the authority;
- that the pattern of wards should, as far as possible, reflect the interests and identities of local communities;
- that the electoral arrangements should provide for effective and convenient local government.

Each submission will be treated equally and judged on its merits and against the legal criteria.

They ask that if we wish to put forward a view, we submit evidence to support it.

More information can be found on the Local Government Boundary Commission's website – [Cumberland | LGBCE](#)

3. BUDGET IMPLICATIONS

None.



Workington
Town Council

FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 15
Meeting date: Monday 20 th January 2025	
From: Chief Officer/RFO	
Title: Twining	

1. RECOMMENDATION

- To provide resource to the Twining Association
- To move responsibility of the Twining Association to F & GP from Culture
- To provide additional funding and support to the Twining Association in 2025-2026
- The Twining Association have advised there are four spaces available for Workington Town Council Councillors to represent the Council officially. These are to be nominated and agreed by Full Council.

2. DETAIL

In Dec 2024 a meeting was held with members of the Twining Association, Chair of F & GP and Chief Officer.

It was discussed that the original charters signed between the Twin Towns and WTC was agreed as part of the Council's civic responsibilities and would therefore be more fitting to sit under F & GP.

The meeting was very positive and the group discussed a way forward including how the Council can support the Association with Officer time; to form an anchor

link between the twin towns and the Association. This would streamline processes and make communications more effective.

Officer support will greatly enhance the work of the Association; allowing them to further develop links between schools and community groups, increase media presence and coverage of the Association in Workington and the twin towns and vice versa.

Discussions also involved the need to have plans in place; looking at the short, medium and long terms objectives of the Association to allow the Council to plan resource and budget to help meet these objectives.

3. BUDGET IMPLICATIONS

To initially allocate £5,000 to a Twining budget line in the F & GP budget for 2025-2026.



FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 17
Meeting date: Monday 20 th January 2025	
From: Chief Officer/RFO	
Title: Freedom of Information Requests	

1. RECOMMENDATION

- Committee to note the report for information.

2. DETAIL

The Council received four freedom of information requests in November 2024. The requests have been replied to within the required timescales. Following the response to FOI request no 2c, the requester asked for an internal review, which has been carried out by the Chair of F & GP and will be responded to within 20 working days, as per Council policy.

The below information gives an overview of the requests submitted, but full details will shortly be available on the Council's website – [Open & Accountable Local Government | towncouncil](#)

a) Reference FOI/2024/1

The requester asked for information on advice obtained by the Council with regards to political proportionality of committees and who this information had been passed to.

b) Reference FOI/2024/2

The requester asked for a breakdown of costs for the Mayor Making ceremony of Cllr Beth Dixon.

c) Reference FOI/2024/3

The requester asked for information on the role of a Town Clerk versus a Chief Officer/RFO.

d) Reference FOI/2024/4

The requester asked for a breakdown of costs and reasons for venue choice for the Mayor Making ceremony of Cllr Neil Schofield.