

Workington Town Council

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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 20th January 2025 at 6.30pm at Workington Town Council Offices, Town Hall, Oxford Street, Workington.

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

In attendance: Chief Officer/RFO.

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

FG24.72 Declarations of Interest: None

FG24.73 Exclusion of Press and Public: None

FG24.74 Public Participation: None

FG24.75 Minutes of the Previous Meeting

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

FG24.76 Public Questions: None

FG24.77 Questions and Statements from Members: None

FG24.78 Motions on Notice: None

FG24.79 Budget 2024-2025

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

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

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

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

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

- FG24.80 Internal Auditor**
Resolved: Committee to recommend to Full Council to appoint Jean Airey as the Council's internal auditor for 2025-2026.
- FG24.81 Asset Register**
Resolved: Committee to take the Asset Register to Full Council for approval, with a view to it being a work in progress.
- FG24.82 Policies**
Resolved: To recommend to Full Council to approve and adopt an investment policy and an unreasonable customer behaviour policy and procedure.
- FG24.83 Cumberland ward boundary review**
Resolved: To send a letter to the Boundary Commission requesting that the Council is consulted first on any suggestions or proposals to change the parish ward boundaries in Workington.
- FG24.84 Twinning**
 Committee noted the report for information.

Resolved: To provide Officer support to the Twinning Association.
Resolved: To move responsibility of the Twinning Association to F & GP.
Resolved: To request to Full Council to nominate four Councillors to the Twinning Association.
- FG24.85 Staffing**
 Committee noted the update for information.
- FG24.86 Freedom of Information Requests**
 Committee noted the report for information.
- FG24.87 Budget 2025-2026**
 Committee budgets were discussed in a slightly different order from the agenda.
- a) Finance and General Purposes budget**
Resolved: To create a simple policy with regards to the member travel budget line to inform Councillors that this is available to them.
Resolved: Committee were happy with the proposed budget for the Finance & General Purposes Committee 25-26 and would recommend to Full Council.
- b) Sustainable Development budget**
Resolved: Committee were happy with the proposed budget for Sustainable Development 25-26 and would recommend to Full Council.
- c) Culture & Community**
Resolved: Move the £5k allocated for Citizen's Advice in Culture Commissions and Funding to the Youth and Community budget line.
Resolved: Change Youth and Community work to Youth and Social Investment.
Resolved: Change Culture Commissions and Funding to Funding.

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

d) Environment

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

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

Funding/Reserves

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

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

The meeting ended at 8.16pm.

Workington Town Council Budget Monitoring Report
Finance & General Purposes

As At
14-Feb

		Current Year 2024/25							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 14-Feb-25	Committed Expenditure	Balance at 31-Mar-25
100	Staffing								
4000	Salaries	303,560	0	0	(3,051)	300,509	220,979	62,401	17,129
4010	NI	30,594	0	0	0	30,594	20,807	5,132	4,655
4020	Pension	59,855	0	0	0	59,855	43,998	10,756	5,101
4110	Training	8,000	0	0	0	8,000	5,560	2,000	440
4280	Advertising	250	0	0	0	250	0	0	250
4310	PPE	2,000	0	0	0	2,000	1,835	0	165
		404,259	0	0	(3,051)	401,208	293,179	80,289	27,740
100	Office								
4120	Telecoms & IT	8,500	0	0	3,051	11,551	(1,929)	13,758	(278)
4150	Printing & Stationery	1,500	0	0	0	1,500	1,278	0	222
4180	Postage	1,500	0	0	0	1,500	1,579	40	(119)
4210	General	5,000	0	0	0	5,000	4,896	115	(11)
		16,500	0	0	3,051	19,551	5,824	13,913	(186)
100	Finance								
4140	Insurance	7,500	0	0	0	7,500	1,503	4,445	1,552
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	4,665	2,542
100	Property								
4190	Repairs & Renewals	5,000	0	0	0	5,000	1,985	0	3,015
4262	Fleet Lease	5,500	0	0	0	5,500	5,241	494	(235)
4264	Fleet Consumables	1,500	0	0	0	1,500	894	238	368
4270	Accommodation	15,000	0	0	0	15,000	7,427	1,802	5,771
4480	Contingency	65,000	0	0	0	65,000	5,357	9,304	50,339
		92,000	0	0	0	92,000	20,904	11,838	59,258

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

As At
14-Feb

		Current Year 2024/25							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 14-Feb-25	Committed Expenditure	Balance at 31-Mar-25
100	Civic Governance								
4230	Elections	6,500	0	0	0	6,500	0	7,000	(500)
4250	Civic Functions	4,000	0	0	0	4,000	4,172	0	(172)
4160	Website and Newsletter	2,000	0	0	0	2,000	920	0	1,080
4170	Subscriptions and Memberships	2,600	0	0	0	2,600	3,273	0	(673)
4320	Mayoral Allowance	3,100	0	0	0	3,100	2,411	689	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	733	0	67
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	2,950	0	7,050
4570	Twinning Association Support	2,500	0	0	0	2,500	0	0	2,500
		43,750	0	0	0	43,750	15,201	18,289	10,260
		579,009	0	0	0	579,009	350,401	128,994	99,614

Workington Town Council Budget Monitoring Report
Sustainable Development

As At
14-Feb

		Current Year 2024/25							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 14-Feb-25	Committed Expenditure	Balance at 31-Mar-25
Sustainable Development									
4490	Community Development Planning	10,000	0	0	0	10,000	120	3,600	6,280
		10,000	0	0	0	10,000	120	3,600	6,280

Workington Town Council Budget Monitoring Report
Culture & Community

As At
14-Feb

Current Year 2024/25

		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 14-Feb-25	Committed Expenditure	Balance at 31-Mar-25
110	Culture & Community								
4540	Christmas Lights	65,000	0	0	0	65,000	63,014	800	1,186
4595	Youth & Community Work	7,000	0	0	0	7,000	2,066	2,000	2,934
4550	Christmas Festival	25,000	0	0	0	25,000	23,812	1,013	175
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	0	1,830
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	1,025	0	975
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	3,586	1,024	390
		194,700	0	0	0	194,700	166,437	6,021	22,242

Workington Town Council Budget Monitoring Report
Environment

As At
14-Feb

		Current Year 2024/25							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 14-Feb-25	Committed Expenditure	Balance at 31-Mar-25
120	Environment								
4700	Street Displays	17,500	0	0	0	17,500	18,350	0	(850)
4710	Green Grants	3,000	0	0	0	3,000	1,300	0	1,700
4810	Streetscene	13,500	0	0	0	13,500	6,013	8,546	(1,059)
4725	Estate Development	99,500	0	31,000	0	130,500	121,966	1,000	7,534
4770	Park Maintenance	30,000	0	0	0	30,000	25,479	8,813	(4,292)
4820	Allotments Maintenance	16,000	0	0	0	16,000	11,195	1,845	2,960
4730	Nature Partnership	23,500	0	0	0	23,500	24,120	0	(620)
		203,000	0	31,000	0	234,000	208,423	20,204	5,373

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
-	3	Jun-24	Project	Ashfield Road South Play Area (WTC only)	4725	120	5,720.00	4,719.79	1,000.21
-	1	01-Apr	Project	CAfS Consultation	4490	140	3,600.00		3,600.00
-	11	13-Feb	Project	Barepot Defibrillator	4810	120	3,925.00		3,925.00
-	11	13-Feb	Project	Replacement Mangers & Hanging Baskets	4810	120	4,419.00		4,419.00
-	11	13-Feb	Project	Estate Electric Equipment & Tools	4770	120	4,057.00		4,057.00
-	7	17-Oct	Cumberland Council	By Election Stainburn	4230	100	500.00		500.00
-	7	10-Jan	Cumberland Council	By Election Harrington	4230	100	6,500.00		6,500.00
-	7	Oct-24	tbc	First Aid Training	4110	100	950.00		950.00
-	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
2246	7	09-Oct	Vaughtons	Vauluations & Repairs to Mace	4450	100	5,600.00		5,600.00
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	1,596.96	399.24
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	244.75	168.08
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
2276	8	20-Nov	Cumberland Council	Vulcan Park Trade Waste Collection 24/25	4770	120	2,600.00	650.00	1,950.00
2278	8	20-Nov	First Data Europe Limited	Allotment Virtual Terminal Fees 24/25	4820	120	294.00	149.41	144.59
2280	8	20-Nov	FuelGenie Business Account	Fuel for Estates Team Van 24/25	4264	100	460.10	222.05	238.05
2282	8	20-Nov	HSBC UK	Bank Charges 24/25	4210	100	60.00	22.50	37.50
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	243.17	466.25
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	283.83	632.29

Committed Expenditure Listing for 2024/25

Order Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
2289	8	20-Nov	Total Energies Gas & Power	WTCCC Gas 24/25	4270	100	1,424.72	423.04	1,001.68
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	4.66	82.64
2294	8	20-Nov	Water Plus	Water - Park Lane Allotments 24/25	4820	120	64.74	2.95	61.79
2296	8	20-Nov	Water Plus	Water - Stoneleigh Allotments 24/25	4820	120	343.61	3.18	340.43
2297	8	20-Nov	XLN Telecom Ltd	WTCCC Broadband & Telephone 24/25	4120	100	296.64	247.18	49.46
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
2315	10	17-Jan	Tivoli Group Limited	Hedge Trimming at Brewery House	4770	120	100.00		100.00
2317	10	21-Jan	S J McGuckin Ltd	Cable for VP Lights	4480	100	1,140.00	450.00	690.00
2319	10	21-Jan	Warren Plant Hire	Hire of Crane for VP Lights	4480	100	1,283.00		1,283.00
2320	10	22-Jan	B and Q	Picket Fence	4820	120	38.00	31.67	6.33
2323	11	03-Feb	Firpress Ltd	Event Posters	4550	110	120.00		120.00
2324	11	04-Feb	Travis Perkins Trading Company Ltd	Hire of Breaker	4820	120	60.00	58.40	1.60
2325	11	04-Feb	B and Q	Mesh Fencing	4820	120	71.00	59.71	11.29
REC	-	-	Cumberland Council	WTC Salaries	4000	100	257,618.39	220,979.00	36,639.39
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	20,807.00	2,773.67
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	43,998.00	5,778.03
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	2,411.12	688.88
REC	-	-	Cumberland Council	WTC Payroll Admin Fee	4210	100	390.00	325.00	65.00
REC	-	-	Royal Mail	Meeting Agendas	4180	100	592.00	551.55	40.45
							<u>455,125.32</u>	<u>302,207.93</u>	<u>152,917.39</u>

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	5,372	(1,128)
1190	Mayoral Fundraising	0	0	0	1,570	1,570
1999	Income - Other	0	0	0	17,892	17,892
		994,209	0	994,209	1,012,543	18,334

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	2,955	2,955
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	6,865	6,865

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	14,405	5,905
1999	Income - Other	0	0	0	373	373
		8,500	0	8,500	77,288	68,788

1,002,709	0	1,002,709	1,096,696	93,987
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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	10.00
110	Culture & Community	1230	Income - Christmas Festival	30-Oct-24	Christmas Lights Pitch Fee	10.00
110	Culture & Community	1230	Income - Christmas Festival	30-Oct-24	Christmas Lights Pitch Fee	10.00
110	Culture & Community	1230	Income - Christmas Festival	30-Oct-24	Christmas Lights Pitch Fee	10.00
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	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	1230	Income - Christmas Festival	22-Jan-25	Sponsorship for Lights Switch On	2,000.00
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)	1,966.27
120	Environment	1310	Income - Rents	31-Jan-25	Feenans Water Recharge	302.50
120	Environment	1310	Income - Rents	31-Jan-25	Misc. Plots (FDMS)	1,095.18
120	Environment	1310	Income - Rents	31-Jan-25	Misc. Plots (HSBC)	470.23
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

Income Received 2024/25 Year to Date

CC	Cost Centre	NOM	Nominal Code	Date	Description	Amount
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
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
100	Finance & General Purposes	1999	Income - Other	08-Jan-25	Debit card cashback bonus	0.01
100	Finance & General Purposes	1999	Income - Other	10-Jan-25	Insurance Claim Ref. 1224	1,823.86
100	Finance & General Purposes	1999	Income - Other	15-Jan-25	Debit card cashback bonus	2.17
100	Finance & General Purposes	1999	Income - Other	22-Jan-25	Debit card cashback bonus	3.82
100	Finance & General Purposes	1999	Income - Other	29-Jan-25	Debit card cashback bonus	0.30
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 14-Feb-25	Committed Expenditure	Balance at 31-Mar-25
Finance & General Purposes	579,009	0	0	579,009	350,401	128,994	99,614
Culture & Community	194,700	0	0	194,700	166,437	6,021	22,242
Sustainable Development	10,000	0	0	10,000	120	3,600	6,280
Environment	203,000	31,000	0	234,000	208,423	20,204	5,373
	986,709	31,000	0	1,017,709	725,381	158,818	133,510

Reserves	as at 14-Feb-25	
Balance brought forward		290,015
Precept Received	986,709	
All other receipts	109,987	
Total receipts		1,096,696
Staff costs	291,344	
Loan interest/capital repayments	11,671	
All other payments	422,366	
Total payments		725,381
Period end balance		661,330
Minimum reserve (25% of budget)		254,427
		406,903

est. to 31-Mar-25			
Committed		Budget	
	290,015		290,015
986,709		986,709	
113,534		113,534	
	1,100,243		1,100,243
371,633		398,958	
11,671		12,000	
500,896		606,751	
	884,199		1,017,709
	506,059		372,549
	254,427		254,427
	251,631		118,122

Workington Town Council Budget Monitoring Report

Income Received 2024/25

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

Finance & General Purposes							
1076	Precept	986,709	0	986,709	986,709	0	0
1150	Income Car Park	1,000	0	1,000	1,000	0	0
1160	Income - Dividend	6,500	0	6,500	5,372	1,773	645
1190	Mayoral Fundraising	0	0	0	1,570	0	1,570
1999	Income - Other	0	0	0	17,892	0	17,892
		994,209	0	994,209	1,012,543	1,773	20,107

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

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

Environment							
1100	Income - Grants & Donations	0	0	0	62,510	0	62,510
1310	Income - Rents	8,500	0	8,500	14,405	1,774	7,679
1999	Income - Other	0	0	0	373	0	373
		8,500	0	8,500	77,288	1,774	70,562

1,002,709	0	1,002,709	1,096,696	3,547	97,534
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Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2024	Current Bank A/c	718,104.67
31/12/2024	West Cumbria Credit Union	10,599.74
31/12/2024	Petty Cash	0.00
31/12/2024	PayPal	89.89

728,794.30

Receipts not on Bank Statement

0.00

Closing Balance

728,794.30

All Cash & Bank Accounts

1	Current Bank A/c	718,104.67
3	West Cumbria Credit Union	10,599.74
4	Petty Cash	0.00
5	PayPal	89.89
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	728,794.30

Receipts for Month 9

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 :	810,797.57					810,797.57	
FDMS0212	Banked:02/12/2024	193.11						
FDMS0212	FDMS Allotments	193.11			1310	120	193.11	Allotment Payments 02/12/24
MAYOR 0212	Banked:02/12/2024	34.34						
MAYOR 0212	SumUp Payments Acc.	34.34			1190	100	34.34	Mayoral Fundraising 02/12/24
SUMUP 0212	Banked:02/12/2024	0.09						
SUMUP 0212	SumUp Payments Acc.	0.09			1190	100	0.09	Mayoral Fundraising
FDMS0312	Banked:03/12/2024	240.22						
FDMS0312	FDMS Allotments	240.22			1310	120	240.22	Allotment Payments 03/12/24
SUMUP0312	Banked:03/12/2024	206.00						
SUMUP0312	SumUp Payments Acc.	206.00			1310	120	206.00	Allotment Payments 03/12/24
FDMS0412	Banked:04/12/2024	159.31						
FDMS0412	FDMS Allotments	159.31			1310	120	159.31	Allotment Payments 04/12/24
FDMS0612	Banked:06/12/2024	72.89						
FDMS0612	FDMS Allotments	72.89			1310	120	72.89	Allotment Payments 06/12/24
Allots0712	Banked:07/12/2024	558.05						
2024/29	Simone Walters	190.90			1310	120	190.90	Annie Pit 25
2024/125	Clare Walker	144.06			1310	120	144.06	Rosehill 4
2024/129	S Earle	130.84			1310	120	130.84	Rosehill plot 8
2024/269	D Peel	30.75			1310	120	30.75	Wesley Street plot 1
2024/274	W Sowerby	61.50			1310	120	61.50	Wesley Street plot 6
FDMS0912	Banked:09/12/2024	61.50						
FDMS0912	FDMS Allotments	61.50			1310	120	61.50	Allotment Payments 09/12/24
SUMUP 0912	Banked:09/12/2024	132.80						
SUMUP 0912	SumUp Payments Acc.	132.80			1190	100	132.80	Mayoral Fundraising 09/12/24
CHQ 091224	Banked:09/12/2024	145.38						
CHQ 091224	HSBC Cheque Deposit	145.38			1310	120	145.38	Allotment Payments 09/12/24
24-25/053	Banked:09/12/2024	10.00						
	Sales Recpts Page 224	10.00	10.00		100			Sales Recpts Page 224
FDMS1012	Banked:10/12/2024	130.04						
FDMS1012	FDMS Allotments	130.04			1310	120	130.04	Allotment Payments 10/12/24
SUMUP 1012	Banked:10/12/2024	29.49						
SUMUP 1012	SumUp Payments Acc.	29.49			1190	100	29.49	Mayoral Fundraising 10/12/24
FDMS1112	Banked:11/12/2024	54.75						
FDMS1112	FDMS Allotments	54.75			1310	120	54.75	Allotment Payments 11/12/24
Allots1412	Banked:14/12/2024	563.10						
2024/12	B Parker	73.17			1310	120	73.17	Annie Pit plot 11a
2024/72	E Hanley	125.63			1310	120	125.63	Cranbourne Street plot 5
2024/95	C Hodgson	92.40			1310	120	92.40	Mountain View plot 7

Receipts for Month 9

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>
2024/198	A Burridge	92.40			1310	120	92.40	Soapery plot 7
2024/122	L Conway	87.00			1310	120	87.00	Rosehill plot 1
2024/108	J Moore	92.50			1310	120	92.50	Park Lane plot 3
FDMS1612	Banked: 16/12/2024	130.53						
FDMS1612	FDMS Allotments	130.53			1310	120	130.53	Allotment Payments 16/12/24
FDMS1812-1	Banked: 18/12/2024	45.86						
FDMS1812-1	FDMS Allotments	45.86			1310	120	45.86	Allotment Payments 18/12/24
FDMS1812-2	Banked: 18/12/2024	82.40						
FDMS1812-2	FDMS Allotments	82.40			1310	120	82.40	Allotment Payments 18/12/24
FDMS201224	Banked: 20/12/2024	249.13						
FDMS201224	FDMS Allotments	249.13			1310	120	249.13	Allotment Payments 20/12/24
REFUND	Banked: 20/12/2024	-40.00						
REFUND	Ian Morton	-40.00			1310	120	-40.00	Refund of Allotment Rent
MAYORAL	Banked: 20/12/2024	1,905.00						
MAYORAL	Mayor of Workington Fund	1,905.00			1190	100	1,905.00	Mayoral Fundraising 2023/24
Allots2112	Banked: 21/12/2024	186.96						
2024/106	S Humphreys	61.33			1310	120	61.33	Park Lane plot 1b
2024/61	M Thompson	125.63			1310	120	125.63	Annie Pit plot 57
FDMS231224	Banked: 23/12/2024	161.42						
FDMS231224	FDMS Allotments	161.42			1310	120	161.42	Allotment Payments 23/12/24
CHQ 231224	Banked: 23/12/2024	375.92						
CHQ 231224	HSBC Cheque Deposit	375.92			1310	120	375.92	Allotment Payments 23/12/24
FDMS271224	Banked: 27/12/2024	71.20						
FDMS271224	FDMS Allotments	71.20			1310	120	71.20	Allotment Payments 27/12/24
Allots3112	Banked: 31/12/2024	176.86						
20241/115	C Tubman	92.50			1310	120	92.50	Park Lane plot 10
2024/260	S Messenger	4.00			1310	120	4.00	Wastwater Raised Bed Q
2024/240	S Messenger	15.83			1310	120	15.83	Wastwater plot 13
2024/239	A Ward	64.53			1310	120	64.53	Wastwater plot 12
Total Receipts for Month		5,936.35	10.00	0.00			5,926.35	
Cashbook Totals		<u>816,733.92</u>	<u>10.00</u>	<u>0.00</u>			<u>816,723.92</u>	

Payments for Month 9

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>
02/12/2024	W M Plant	313160/658	21.01	21.01		500			Brake Band for Chainsaw
02/12/2024	Pet Encounter Cumbria	10222/641	600.00	600.00		500			Animal Encounter at Christmas
02/12/2024	Fenland Leisure Products Ltd	62263/643	913.20	913.20		500			Birds Nest Swing etc Cusack Cr
02/12/2024	Screwfix	197790/VAR	151.96	151.96		500			Credit for Cable Ties & Silico
02/12/2024	Deltawaite Limited	155022/648	19.62	19.62		500			Regatta Trousers
02/12/2024	Tudor Environmental	357252/655	46.50	46.50		500			Husqvarna Combican
02/12/2024	Jewson Ltd	109/VAR	141.94	141.94		500			Fast Set Postfix Moorclose PA
02/12/2024	Playdale Playgrounds Ltd	58168/642	651.43	651.43		500			Swing & Fixings - Northside PA
02/12/2024	Michaels Civic Robes	CR2624/653	687.00	687.00		500			Navy/Black Councilor Robe
02/12/2024	Christina Norman	003/660	48.00	48.00		500			Town Hall Cleaning Nov 24
02/12/2024	Cumberland Council	381885/638	812.50	812.50		500			Town Hall Rent Oct 24
02/12/2024	Autoserve Ltd	767439/633	37.91	37.91		500			Maintenance Estates Van Nov 24
03/12/2024	HM Land Registry	055028/710	12.00	12.00		500			Searches - Workington RFC
04/12/2024	Business Stream	501451/675	45.56	45.56		500			Green Hub Water - Aug to Nov 2
04/12/2024	Business Stream	515052/676	101.20	101.20		500			WTCCC Water - Nov 24
05/12/2024	Moore East Midlands	REFUND	-2,016.00	-2,016.00		500			P/Ledger Electronic Payment
10/12/2024	HM Land Registry	078882/708	34.00	34.00		500			Searches - VP, Stoneleigh, Mou
11/12/2024	BNP Paribas Leasing Solutions	276463/725	479.09	479.09		500			Purchase Ledger DDR Payment
11/12/2024	Judith Dickinson	TRANSFER	20.80			4180	100	20.80	Expenses - Postage for Agendas
11/12/2024	Siobhan Bridge	TRANSFER	59.91			4210	100	35.00	Expenses - Eye Test
						4700	120	5.00	Expenses - Mileage
						4250	100	10.43	Expenses - Mileage
						4595	110	5.90	Expenses - Mileage
						4270	100	3.58	Expenses - Air Fresheners
11/12/2024	Anni Blaikie	TRANSFER	160.55			4110	100	160.55	Expenses - Mileage for Course
11/12/2024	Emma Chapman	TRANSFER	29.29			4210	100	6.06	Expenses - Mileage
						4725	120	23.23	Expenses - Mileage
13/12/2024	Card Saver Limited	181059/VAR	19.50	19.50		500			VT Transaction Fees Nov 2024
13/12/2024	First Data Europe Limited	NOV2024	54.22	54.22		500			Purchase Ledger DDR Payment
16/12/2024	UK Debt Management Office	181124/639	5,835.41	5,835.41		500			PWLB Loan Repayment
17/12/2024	Workington Zebras RFC	242512/693	750.00	750.00		500			P/Ledger Electronic Payment
17/12/2024	Jewson Ltd	149560/VAR	313.24	313.24		500			Sawn Casrcassing & Joist
17/12/2024	Travis Perkins Trading Company	223603/VAR	431.16	431.16		500			Hire of Compactor - Moorclose
17/12/2024	Lewis Newton	1196/672	130.00	130.00		500			Entertainment at Christmas Fes
17/12/2024	Katy Leese Artistry and Face P	570/673	360.00	360.00		500			Face Painting at Christmas

Payments for Month 9

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>
									Fes
17/12/2024	Watson Dairies Ltd	301124/681	35.40	35.40		500			Milk for Town Hall
17/12/2024	Steve Wilson First Aid Associa	2079/682	807.50	807.50		500			First Aid Remem. & Christmas
17/12/2024	Firpress Ltd	19206/VAR	450.00	450.00		500			Mayoral Raffle Tickets
17/12/2024	J R Bennett	4895/685	672.00	672.00		500			10 x Holly Bushes
17/12/2024	S J McGuckin Ltd	122402/664	4,320.00	4,320.00		500			Audio Equipment Christmas Fest
17/12/2024	FuelGenie Business Account	114899/665	146.64	146.64		500			Fuel for Van and Machinery Nov
17/12/2024	Gloria Wood - Crafty Kidz	006/667	400.00	400.00		500			Entertainment Christmas Fest
17/12/2024	Beardy Synergy	#081/669	450.00	450.00		500			Entertainment Christmas Fest
17/12/2024	Cumberland Council	023533/677	31,891.89	31,891.89		500			WTC Payroll October 2024
17/12/2024	Manx Telecom Trading Ltd	370532/679	24.01	24.01		500			Matrix Board Sim Cards Dec '24
17/12/2024	Thomas Kay Photography	X1164/680	295.00	295.00		500			Photography at Christmas Fest
17/12/2024	HM Land Registry	105369/724	6.00	6.00		500			Purchase Ledger DDR Payment
18/12/2024	Bupa Health Clinics	06169/687	716.40	716.40		500			Employee Assistance Programme
18/12/2024	Natterjack Marketing Ltd	1494/686	1,800.00	1,800.00		500			Christmas Festival Marketing
18/12/2024	Just For You Security	051224/688	848.00	848.00		500			Security at Christmas Festival
18/12/2024	Des Horner	15/691	50.00	50.00		500			Works/Telescopic Lights - park
18/12/2024	St. Patricks RC Primary School	GRANT/694	1,000.00	1,000.00		500			Grant for Kitchen Garden Proje
18/12/2024	Cumbria Waste Recycling Limite	200595/695	150.00	150.00		500			Bins for Christmas Festival
18/12/2024	Screwfix	680674/VAR	123.85	123.85		500			Ready to use Screenwash
18/12/2024	Cumberland Council	383627/702	1,557.72	1,557.72		500			Pest Control Jan to Mar 2025
18/12/2024	John Jones Training	0363/704	654.00	654.00		500			Mower and Trimmer Training
18/12/2024	Renaissance (Steve & Shelly)	021224/666	400.00	400.00		500			Entertainment Christmas Fest
18/12/2024	Business Stream	579365/VAR	14.24	14.24		500			Vulcan Park Water - Sept-Dec
20/12/2024	PayPal	62A527882G	600.00			240		600.00	PayPal Debit Card Transfer
20/12/2024	The Science Booth	431/729	532.40	532.40		500			Entertainment - Christmas Fest
20/12/2024	Tractor Shed Brewing Limited	8053/730	300.00	300.00		500			Venue Hire for Mayor's C�ilidh
20/12/2024	Screwfix	776930/VAR	48.98	48.98		500			Credit for Chainsaw Chain (INV
20/12/2024	WF Support Services Ltd	31145/VAR	75.17	75.17		500			Refuse Sacks for Vulcan Park
20/12/2024	PPL PRS Ltd	909575/720	163.75	163.75		500			Music Royalties Licence

Payments for Month 9

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>
									2024
20/12/2024	XLN Telecom Ltd	150641/722	88.99	88.99		500			WTCCC Phone & Broadband Jan 25
20/12/2024	Warren Plant Hire	10855/727	135.00	135.00		500			Hire Cherry Picker-VP L/repair
20/12/2024	Npower Ltd	227782/VAR	110.24	110.24		500			CREDIT VP Café & Lights Nov 24
20/12/2024	Cumberland Council	023532/678	38,786.57	38,786.57		500			WTC Payroll November 2024
24/12/2024	HSBC UK	02DEC2024	14.50	14.50		500			Bank Charges November 2024
24/12/2024	HM Land Registry	2007132611	10.00	10.00		500			Searches Workington Hall Mill
	Total Payments for Month		98,629.25	97,758.70	0.00			870.55	
	Balance Carried Fwd		718,104.67						
	Cashbook Totals		<u>816,733.92</u>	<u>97,758.70</u>	<u>0.00</u>			<u>718,975.22</u>	

Receipts for Month 9

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 :	382.50					382.50	
0144100714	Banked: 04/12/2024	0.63						
0144100714	PayPal Inc.	0.63			1999	100	0.63	Debit Card Cashback Bonus
7BD8604004	Banked: 11/12/2024	0.59						
7BD8604004	PayPal Inc.	0.59			1999	100	0.59	Debit Card Cashback Bonus
8XS529160E	Banked: 18/12/2024	1.01						
8XS529160E	PayPal Inc.	1.01			1999	100	1.01	Debit Card Cashback Bonus
	Banked: 20/12/2024	600.00						
62A527882G	Current Bank A/c	600.00			200		600.00	PayPal Debit Card Transfer
5MV856214P	Banked: 25/12/2024	2.70						
5MV856214P	PayPal Inc.	2.70			1999	100	2.70	Debit Card Cashback Bonus
Total Receipts for Month		604.93	0.00	0.00			604.93	
Cashbook Totals		<u>987.43</u>	<u>0.00</u>	<u>0.00</u>			<u>987.43</u>	

Payments for Month 9

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>
01/12/2024	Meta Platforms Ireland Limited	745	31.98	31.98		500			F/book Advertising for C/Fest
02/12/2024	reMarkable AS	TRANSFER	2.99			4120	100	2.99	Connect Subscription Dec 24
04/12/2024	Imperative Training Ltd	251451/668	114.00	114.00		500			Defibrillator Pads - St Marys C
05/12/2024	Poundland Limited	TRANSFER	4.00		0.66	4550	110	3.34	Cable Snips
11/12/2024	Post Office Ltd.	TRANSFER	165.00			4180	100	165.00	First Class Stamps
11/12/2024	Poundland Limited	TRANSFER	16.50			4250	100	16.50	Christmas Carol Event Supplies
11/12/2024	Morrisons	TRANSFER	9.10			4250	100	9.10	Christmas Carol Event Supplies
11/12/2024	Aldi Stores	TRANSFER	10.14		1.13	4250	100	9.01	Christmas Carol Event Supplies
20/12/2024	H&W Forestry Services	4709/746	540.00	540.00		500			3 x Basic Tree Survey Training
31/12/2024	Meta Platforms Ireland Limited	748	3.83	3.83		500			F/book Advertising for C/Fest
Total Payments for Month			897.54	689.81	1.79			205.94	
Balance Carried Fwd			89.89						
Cashbook Totals			<u>987.43</u>	<u>689.81</u>	<u>1.79</u>			<u>295.83</u>	

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2025	Current Bank A/c	685,366.03	
31/01/2025	West Cumbria Credit Union	10,599.74	
31/01/2025	Petty Cash	0.00	
31/01/2025	PayPal	75.51	
			696,041.28

Receipts not on Bank Statement

0.00

Closing Balance

696,041.28

All Cash & Bank Accounts

1	Current Bank A/c	685,366.03
3	West Cumbria Credit Union	10,599.74
4	Petty Cash	0.00
5	PayPal	75.51
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>696,041.28</u>

Receipts for Month 10

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 :	718,104.67					718,104.67	
2024/86	Banked: 03/01/2025	132.40						
2024/86	A Straughton	132.40			1310	120	132.40	Cranbourne Street plot 18
2024/194	Banked: 03/01/2025	132.40						
2024/194	Kevin Smyth	132.40			1310	120	132.40	Soapery plot 3
2024/221	Banked: 09/01/2025	41.20						
2024/221	A Adair	41.20			1310	120	41.20	Stoneleigh plot 6
FDMS100125	Banked: 10/01/2025	207.60						
FDMS100125	FDMS Allotments	207.60			1310	120	207.60	Allotment Payments 10/01/25
Claim 1224	Banked: 10/01/2025	1,823.86						
Claim 1224	Zurich Municipal	1,823.86			1999	100	1,823.86	Insurance Claim Ref. 1224
2024/236	Banked: 13/01/2025	13.18						
2024/236	Thomas Gostelow	13.18			1310	120	13.18	Wastwater plot 9
2024/253	Banked: 13/01/2025	3.33						
2024/253	Thomas Gostelow	3.33			1310	120	3.33	Wastwater plot J
2024/256	Banked: 13/01/2025	3.33						
2024/256	Thomas Gostelow	3.33			1310	120	3.33	Wastwater plot M
FDMS150125	Banked: 15/01/2025	130.53						
FDMS150125	FDMS Allotments	130.53			1310	120	130.53	Allotment Payments 15/01/25
2024/171	Banked: 16/01/2025	75.68						
2024/171	M Wilson	75.68			1310	120	75.68	Siddick plot 9
2024/47	Banked: 20/01/2025	68.71						
2024/47	S Jackson	68.71			1310	120	68.71	Annie Pit plot 43
FDMS220125	Banked: 22/01/2025	562.93						
FDMS220125	FDMS Allotments	562.93			1310	120	562.93	Allotment Payments 22/01/25
MayorFund	Banked: 22/01/2025	-830.00						
MayorFund	Freedom Project	-830.00			1190	100	-830.00	Donation from Mayoral Fund
FDMS240125	Banked: 24/01/2025	194.12						
FDMS240125	FDMS Allotments	194.12			1310	120	194.12	Allotment Payments 24/01/25
HMRC VAT	Banked: 27/01/2025	39,934.96						
HMRC VAT	HMRC	39,934.96			105		39,934.96	Q2 & Q3 VAT Refund
SUMUP3001	Banked: 30/01/2025	98.30						
SUMUP3001	SumUp Payments Acc.	98.30			1190	100	98.30	4 x Civic Dinner Tickets
CCLA Q3	Banked: 31/01/2025	1,733.18						
CCLA Q3	CCLA Fund Managers Limited	1,733.18			1160	100	1,733.18	CCLA Property Fund Q3 Dividend

Total Receipts for Month	44,325.71	0.00	0.00	44,325.71
Cashbook Totals	<u>762,430.38</u>	<u>0.00</u>	<u>0.00</u>	<u>762,430.38</u>

Payments for Month 10

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>
02/01/2025	Autoserve Ltd	777085/721	37.91	37.91		500			Maint. for Estates Van Dec '24
06/01/2025	Grenke LLeasing Ltd	17881/741	149.00	149.00		500			Equipment Protection Fee 2025
06/01/2025	Grenke LLeasing Ltd	70151/776	536.40	536.40		500			Purchase Ledger DDR Payment
07/01/2025	PayPal	09B617022P	250.00			240		250.00	PayPal Debit Card Transfer
10/01/2025	Card Saver Limited	183921/750	15.30	15.30		500			Purchase Ledger DDR Payment
10/01/2025	PayPal	27R2425306	250.00			240		250.00	PayPal Debit Card Transfer
13/01/2025	BNP Paribas Leasing Solutions	402497/726	479.09	479.09		500			Purchase Ledger DDR Payment
15/01/2025	Cumberland Council	383607/733	100.00	100.00		500			Hire of Gazebos at C/mas fes.
15/01/2025	B and Q	021409/735	7.25	7.25		500			Bolt for Salterbeck Allotment
15/01/2025	Screwfix	197790/735	55.37	55.37		500			Chainsaw Chain, File & Oil
15/01/2025	Warren Plant Hire	0245/736	65.00	65.00		500			Harris Fencing for Vulcan Park
15/01/2025	Watson Dairies Ltd	281224/737	19.00	19.00		500			Milk for Town Hall - Dec 24
15/01/2025	Business Stream	752599/740	49.37	49.37		500			WTCCC Water Nov to Dec 24
15/01/2025	Washington Central Hotel & Sle	47461/742	441.00	441.00		500			Rooms for 911 at Christmas Fes
15/01/2025	Christina Norman	004/747	36.00	36.00		500			Town Hall Cleaning Dec 24
15/01/2025	Monty's Ices	121224/749	90.00	90.00		500			Ice Cream at Moorclose Play Ar
15/01/2025	FuelGenie Business Account	225105/738	113.17	113.17		500			Fuel for Van and Machinery Dec
15/01/2025	Manx Telecom Trading Ltd	479237/739	24.00	24.00		500			Matrix Board Sim Cards Jan 25
15/01/2025	Thomas Kay Photography	X1175/743	95.00	95.00		500			Drone Photos of VP Lighting To
15/01/2025	Firpress Ltd	17349/744	3.74	3.74		500			3 x 2025 Diaries
15/01/2025	TAG Sportswear	32691/762	629.40	629.40		500			P/Ledger Electronic Payment
15/01/2025	First Data Europe Limited	NOV24/769	53.29	53.29		500			Purchase Ledger DDR Payment
15/01/2025	PayPal	6U95917724	250.00			240		250.00	PayPal Debit Card Transfer
16/01/2025	PayPal	475196004A	250.00			240		250.00	PayPal Debit Card Transfer
17/01/2025	West Cumbria Search & Rescue	GRANT/768	600.00	600.00		500			Grant for New Training Premise
17/01/2025	XLN Telecom Ltd	231689/773	103.81	103.81		500			WTCC Phone & BB - Feb 25
20/01/2025	PayPal	6W9238983A	250.00			240		250.00	PayPal Debit Card Transfer
22/01/2025	Workington Community Emergency	GRANT/751	120.00	120.00		500			Contribution for Radio Licence
22/01/2025	Gala Lights Limited	24425/754	6,005.20	6,005.20		500			Hire/Installation 3D Cone tree
22/01/2025	Gala Lights Limited	24426/755	1,665.00	1,665.00		500			Supply/Fit Wall Brack & lights
22/01/2025	Jewson Ltd	149938/750	4.32	4.32		500			Carriage Bolts & Nuts
22/01/2025	Water Plus	957632/757	4.66	4.66		500			Cran St Water Oct 24-Jan

Payments for Month 10

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>
									25
22/01/2025	WF Cascade	31274/758	53.50	53.50		500			Town Hall Cleaning Supplies
22/01/2025	Screwfix	110796/759	33.14	33.14		500			Nitrite Foam Coated Gloves
22/01/2025	Cumbria Waste Recycling Limite	204593/763	275.28	275.28		500			Bins for Christmas Festival
22/01/2025	B and Q	293979/766	7.96	7.96		500			Wall Vent for Bowling Club
22/01/2025	Lockhart Leisure International	001674/771	554.40	554.40		500			Tables & Chairs for Christ/Fes
22/01/2025	Water Plus	057326/772	2.95	2.95		500			P/Lane Water Oct 24 to Jan 25
22/01/2025	Fenland Leisure Products Ltd	063051/777	176.40	176.40		500			Swing Chains M/close Play area
22/01/2025	Furniture@Work Ltd	641726/778	607.20	607.20		500			2 x Shelving Units
22/01/2025	Gala Lights Limited	24404/753a	31,270.63	31,270.63		500			Hire/Installation Chris Lights
22/01/2025	Dale Quinn	TRANSFER	32.50			4110	100	32.50	Expenses - Training Mileage
22/01/2025	Emma Chapman	TRANSFER	25.25			4210	100	25.25	Expenses - Asstd. Mileage
23/01/2025	Gala Lights Limited	24404/753b	30,000.00	30,000.00		500			Hire/Installation Chris Lights
24/01/2025	HSBC UK	DEC24	44.58	44.58		500			Bank Charges Dec 2024
28/01/2025	Tivoli Group Limited	73171/696	292.08	292.08		500			Clearance Work/Rose Hill Allot
28/01/2025	Tivoli Group Limited	73682/731	432.00	432.00		500			Clearance Work at Rose Hill
28/01/2025	The Ramp People	351131/817	448.20	448.20		500			P/Ledger Electronic Payment
28/01/2025	HM Land Registry	2007237121	56.00	56.00		500			Purchase Ledger DDR Payment
Total Payments for Month			77,064.35	75,756.60	0.00			1,307.75	
Balance Carried Fwd			685,366.03						
Cashbook Totals			<u>762,430.38</u>	<u>75,756.60</u>	<u>0.00</u>			<u>686,673.78</u>	

Receipts for Month 10

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 :	89.89					89.89	
	Banked: 07/01/2025	250.00						
09B617022P	Current Bank A/c	250.00			200		250.00	PayPal Debit Card Transfer
3CT2181155	Banked: 08/01/2025	0.01						
3CT2181155	PayPal Inc.	0.01			1999	100	0.01	Debit card cashback bonus
	Banked: 10/01/2025	250.00						
27R2425306	Current Bank A/c	250.00			200		250.00	PayPal Debit Card Transfer
	Banked: 15/01/2025	250.00						
6U95917724	Current Bank A/c	250.00			200		250.00	PayPal Debit Card Transfer
0MW756050K	Banked: 15/01/2025	2.17						
0MW756050K	PayPal Inc.	2.17			1999	100	2.17	Debit card cashback bonus
	Banked: 16/01/2025	250.00						
475196004A	Current Bank A/c	250.00			200		250.00	PayPal Debit Card Transfer
	Banked: 20/01/2025	250.00						
6W9238983A	Current Bank A/c	250.00			200		250.00	PayPal Debit Card Transfer
1PE005412R	Banked: 22/01/2025	3.82						
1PE005412R	PayPal Inc.	3.82			1999	100	3.82	Debit card cashback bonus
31W670312H	Banked: 29/01/2025	0.30						
31W670312H	PayPal Inc.	0.30			1999	100	0.30	Debit Card Cashback Bonus
Total Receipts for Month		1,256.30	0.00	0.00			1,256.30	
Cashbook Totals		<u>1,346.19</u>	<u>0.00</u>	<u>0.00</u>			<u>1,346.19</u>	

Payments for Month 10

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>
02/01/2025	reMarkable AS	TRANSFER	2.99			4210	100	2.99	Connect Subscription
08/01/2025	Viking Office UK Limited	6E83917139	59.10	59.10		500			Cable Management Supplies
08/01/2025	Amazon EU S.a.r.l. UK Branch	9ME360604M	20.85	20.85		500			Cable Management Clips
10/01/2025	Argos	TRANSFER	20.00			4550	110	20.00	Gift Card for Christmas Trail
11/01/2025	Post Office Ltd.	TRANSFER	88.40			4180	100	88.40	Second Class Stamps
11/01/2025	Post Office Ltd.	TRANSFER	165.00			4180	100	165.00	First Class Stamps
11/01/2025	Home Bargains	TRANSFER	5.64			4210	100	5.64	Tea Bags for Town Hall
14/01/2025	Booker	36P444613W	68.47	68.47		500			Town Hall Supplies
14/01/2025	Post Office Ltd.	TRANSFER	5.20			4180	100	5.20	Postage - F&GP Agendas
17/01/2025	Wix.com Ltd	25G268933J	403.20	403.20		500			Visit W/ton Website Subs 25-27
17/01/2025	Taryag Trading Ltd	69G4157822	3.99	3.99		500			P/Ledger Electronic Payment
18/01/2025	Post Office Ltd.	TRANSFER	1.50			4180	100	1.50	Fee for Incorrect Postage
20/01/2025	Safety First Display Ltd	L980074R-1	5.34	5.34		500			P/Ledger Electronic Payment
20/01/2025	B & I International Ltd	L980074R-2	28.80	28.80		500			P/Ledger Electronic Payment
21/01/2025	Austen Group Ltd	3EU2413317	319.90	319.90		500			P/Ledger Electronic Payment
23/01/2025	Post Office Ltd.	TRANSFER	20.80			4180	100	20.80	Postage - Full Council Agendas
23/01/2025	ATS Workington	TRANSFER	32.50		5.42	4264	100	27.08	Van Tyre Puncture Repair
28/01/2025	Post Office Ltd.	94A4298326	8.60			4180	100	8.60	Postage - Sus Dev Agendas
29/01/2025	Post Office Ltd.	0E5715624N	10.40			4180	100	10.40	Postage - Culture Agendas
Total Payments for Month			1,270.68	909.65	5.42			355.61	
Balance Carried Fwd			75.51						
Cashbook Totals			1,346.19	909.65	5.42			431.12	



FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 10
Meeting date: Monday 24th February 2025	
From: Chief Officer / Chair of F & GP	
Title: Council Committees	

1. RECOMMENDATION

- a) To consider and discuss the report
- b) To agree further actions to allow for a recommendation to be put to a future Full Council meeting

2. DETAIL

The current council committee structure has been in place for several years without a comprehensive review. Given changes in local governance, community needs, and operational requirements, it is prudent to evaluate its effectiveness.

It is also essential to have a Council plan in place for short- and long-term plans. Where does the Council see itself in the future?

A review will help ensure that the structure:

Aligns with Current Priorities: Community concerns and council objectives have evolved, requiring new or revised committees to address emerging issues such as sustainability, community support and engagement, and resilience.

Improves Efficiency: A review can identify potential overlaps, redundant processes, or communication bottlenecks, streamlining decision-making and resource allocation.

Encourages Community Engagement: With increasing interest in community involvement, the review may provide opportunities to engage residents in advisory roles or subcommittees.

Ensures Compliance and Best Practices: Regular reviews help maintain compliance with relevant governance regulations and align the council's structure with best practices observed in similar councils.

Enhances Member Participation: Optimising the committee structure can balance workloads among members and ensure that skills and expertise are utilised effectively.

The current standing committees are:

- Finance and General Purposes Committee
- Culture and Community Committee
- Environment Committee
- Sustainable Development Committee

Responsibilities for each committee are:

The Finance & General Purposes Committee shall:

- a) determine the spending and use of the budget allocation for Finance & General Purposes within the terms of financial regulations and resolutions of the Council.
- b) review and make recommendation to Council on the financial regulations and Standing Orders and compliance by the Council.
- c) support the Mayoralty, formal arrangements with other municipalities including twinning, and other matters of civic governance.
- d) consider the Annual Governance and Accountability Return, receive and review audit reports and recommendations and report its findings and recommendations to Council.
- e) exercise the Council's powers and duties as a corporate charity trustee.
- f) oversee publicity and communications, including press and media and the Council's website.
- g) monitor the Council's compliance with the Local Council's Award standards.
- h) ensure that the corporate risk register is regularly reviewed.
- i) monitor compliance with Freedom of Information and Data Protection regulations.
- j) monitor and review the Council's complaints procedure.
- k) ensure the provision of appropriate training and development to enable councillors to be effective community leaders.
- l) promote local democracy and citizenship.
- m) monitor purchase decisions to ensure a best value for money approach in all aspects of Council activity in accordance with financial regulations.
- n) provide advice and guidance to the Chairs of other committees and to Council on all aspects of financial management.
- o) ensure the keeping of correct and reconciled books of accounts, records, archives and administration processes.
- p) review land, property, assets, and health and safety with respect to physical assets and property owned or held by the Council and ensure its proper management and maintenance.
- q) review the Council's arrangements for insurance.
- r) consider the acquisition and disposal of land, property and real estate and make recommendations to Council.
- s) monitor and review the capital budget of the Council and make recommendations to Council.
- t) monitor and review the revenue budget of the Council and make recommendations to Council.
- u) develop maintain and monitor policy on the management of reserves.
- v) monitor and make arrangements for effect discharge of the Council's role as an employer, ensuring compliance with relevant legislation and best practice.
- w) make recommendations on the Council Plan, and the budgets, plans and objectives to Council.

The Culture & Community Committee shall:

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

The Environment Committee shall:

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

The Sustainable Development Committee shall:

- a) determine the spending and use of the budget allocation for Sustainable Development within the terms of financial regulations and resolutions of the Council.
- b) consider, as a statutory consultee, planning applications received by Cumberland Council and any other consulting authority, in so far as they relate to Workington, where such applications are being considered by a committee of such authority or where the Chair decides an application should be considered by this Committee whether on the request of a member of this Council or otherwise.
- c) respond where appropriate, giving the views of the Council to the responsible authority, on any matter of planning policy, licensing, highways, traffic management, parking or other related matter.
- d) consider any other matter on which the Council's views may be sought by other organisations or bodies.

- e) coordinate the Council's work with respect to any Community or Neighbourhood Plan or sustainability initiative, should the Council determine to pursue such a policy.

Considerations

General Structure and Effectiveness

Does the current committee structure align with the council's strategic priorities and goals?

Are any committees redundant or overlapping in their roles and responsibilities?

Are there committees that should be merged or split to improve efficiency and focus?

Membership and Composition

Is the membership composition of each committee balanced in terms of expertise and representation?

Are councillors distributed across committees in a way that optimises their strengths and expertise?

How are public representatives or external experts involved, and should their participation be expanded?

Governance and Decision-Making

Are committees given the appropriate level of decision-making authority?

Are recommendations from committees effectively reaching and being acted upon by full council?

Are there clear reporting and accountability mechanisms in place for committees?

Efficiency and Workload

Are committees meeting too frequently or not often enough to address their mandates?

Is the agenda-setting process efficient and aligned with key priorities?

Is the workload manageable for both committee members and supporting staff?

Stakeholder Engagement and Transparency

How well do committees engage with the public and stakeholders?

Are committee meetings sufficiently accessible and transparent to the public?

How can public input be better incorporated into committee discussions and recommendations?

Performance Evaluation

How is the effectiveness of committees currently evaluated?

What key performance indicators (KPIs) or benchmarks should be used to assess committee success?

Should there be periodic reviews of the committee structure to ensure continued relevance and effectiveness?

Innovation and Improvement

Are there best practices from other councils or organisations that should be adopted?

How can technology be leveraged to improve committee operations and public engagement?

What new or emerging issues require the formation of new committees or task forces?

3. BUDGET IMPLICATIONS

None currently.



Twinning Association Report to Town Council year 24 / 25

The Twinning Association has been picking up the pace since the pandemic and has held several meetings of its Executive Committee and had its Annual Meeting which is attended by a wider range of organisations and interested parties. During the last twelve months we have had a workshop on how we can manage things differently going forward and have appointed executive members to lead on different activities.

Selm – February 2024 visit

2024 marks the 30th Anniversary of signing the Twinning Charter with Selm. Months previously St John's Choir had arranged to visit Selm and take part in a performance with Crescendo. The Stadtpartnerschaft in Selm decided that this was a good time to mark the charter signing in their town and it had been intended that other representatives of the town would go along for that. Ordinarily we would have preferred a later date in the year to travel for such an event, but it had seemed like a good opportunity to get as many people to Selm as possible. Sadly, the costs for St John's Choir proved to be too much and their trip was cancelled. This had left very little time to get someone from Workington to attend. In the end we had a party of nine people who attended including the Deputy Mayor. They include Cllrs Barbara Cannon, Ellie Wood, Bernadette Jones, Neil Schofield. Also, David Jones, Dave Jones (husband of Bernadette, Samuel Schofield, Nick Sloan and Colin Greenbank. The flight tickets were as expensive as we expected, and it does seem like the days of cheap air fare are long gone. Fortunately, we were picked up and taken back to the airport in Dusseldorf, thereby saving further expense. As is usual the team was hosted by families in the town. As well as the group from Workington, twin friends from Walincourt and Iwkova were also attending for the event. As well as taking part in the annual Karnival (in fancy dress) there was also an official event to mark 30 years in Selm.

It had been hoped that the aborted trip with St Johns Choir would have taken place this month .(2025) Unfortunately, the cost of the visit for members has again been a factor in cancellation. Whilst the Association has some funds of its own it is clear that it will never have enough to subsidise every visit like this.

30th Anniversary event of Charter Signing in Workington

A special event to mark the Charter Signing with Selm took place in Workington in July 2024 during the Party in the Park event. It had been hoped that the Mayor from Selm would have been able to join the guests who arrived from Selm. Unfortunately, the summer holiday period is not a good time for inward or outward visits between our twin towns. Nevertheless, the Mayor of Workington welcomed guests to the town and our visitors planted a tree in Vulcan Park which is a gift from Selm to the people of Workington. Members from Cumbria Athletic Club who are involved in the Twinning Association have



had some tentative discussions with the Chair of the Selm Twinning Association about getting involved with the Festival of Running / Marathon or similar event. We were delighted to discover that the Mayor of Selm is actually a runner himself so we remain hopeful that we can have some joint exchanges similar to what is happening with Val de Reuil.

The Twinning Association with Workington Scouts hosted a very successful International Youth Camp in Workington before Covid. The Scouts are still in contact with various people in Selm and have a strong scouting link in the Town. It had been envisaged that the second International Youth Camp would take place in Val De Reuil in 2020 but this did not happen due to Covid. We are still exploring how this can happen. We are keen to enable our young people to take part once something has been arranged again. We are also seeking to develop scouting links in Val De Reuil. This work is ongoing, and the Twinning Association remains confident that this work can be developed.

Val De Reuil

The Carnegie Singers, as part of their 50th anniversary celebrations, were hoping to visit Val de Reuil in June 2024 to experience and take part in the French national Fête de la Musique on 21st June. However, that trip was not possible and so work continues to get the Carnegie Singers to visit during October 2025. Fortunately, a visit from the Mayor and others took place in July where the party was honoured to be able to witness the Olympic Torch passing through the town on its way to Paris ahead of the opening ceremony. This event was witnessed by thousands of people in the town and also in the Jesse Owen Stadium.

The Cumberland Athletic Club has taken part in the annual Seine-Eure Marathon held in October for the last couple of years. This seems to be a fairly big interest area which we are encouraging, and it is likely further participation in the Marathon will take place this year. The club representatives have also been in informal discussion with a wider group of twin towns who also take part in this annual event.

We are still wanting to encourage school and college connections however the costs of transport continue to be a major hurdle for our schools. We will continue to hold conversations where we can with these organisations and with our counterparts.

Looking forward 2025

The Executive Committee will be meeting shortly to work out the programme for the year. We have been invited to the Annual Summer Festival in Selm in June. It appears to begin with a running event similar to our own festival of running. We will be exploring options for that. Hopefully there will be further participation in the Seine- Eure Marathon by Workington runners in October. There is also the intended visit by the Carnegie Singers to visit Val De Reuil in October, so we are going to have a busy month.

Partnership with Workington Town Council



WORKINGTON & DISTRICT
• TWINNING ASSOCIATION •

We are delighted that the Town Council has re set the joint partnership between the Association and the Council after a gap of 5 years. The mutual understanding and support over the last 31 years has enabled the association to piggy back onto activities being organised by the Council which our friends from Selm and Val De Reuil can take part in. Our opposite twinning associations in our twin towns have good relationships with their councils and this always makes activities easier to organise. Activities that the Town Council holds such as the Festival of Running, Party in the Park and the Winter Festival go from strength to strength and are much admired by our friends. Having a regular programme, we can invite our twin towns to take part in would be very helpful.

Workington Town Council

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Workington Town Council Mayoral Protocol

Introduction

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

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

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

Policy Aim

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

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

Civic Insignia, Robes, Chain and Mace

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

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

The rules governing the civic dress code are as follows:

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

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

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

Protocol for wearing Mayoral Chains

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

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

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

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

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

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

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

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

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

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

The Mayors' Attendant - Consort

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

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

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

Mace Bearer

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

Mayor's attendance at events

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

Invitations to events may include:

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

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

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Procedure for inviting The Mayor to events

The Mayor is unable to accept direct invitations.

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

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

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

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

At the Event

The Mayor or Deputy Mayor should be met on arrival by a member of the organisation indicated on the Mayor's Engagement Form and The Mayor should be accompanied when being introduced to key personnel.

The Mayor's Consort has no civic standing but will accompany the Mayor throughout the event if attending.

Press

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

Speeches

If The Mayor is to propose or respond to a Toast, or make a speech, prior notice should be given. Relevant details of the subject matter and any background or further information should be noted on the Mayor's Engagement Form.

The Mayor should be accorded the privilege of being the first speaker, if the event is taking place within the parish of Workington.

If the Mayor does not speak, the speaker(s) should acknowledge their presence.

Order of Precedence

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

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

Forms of Address

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

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

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

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

Photographs

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

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

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

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WORKINGTON TOWN COUNCIL **MEMBER TRAVEL EXPENSE POLICY**

Introduction

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

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

Eligible Expenses

Travel by Private Vehicle

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

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

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

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

Public Transport

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

Parking and Toll Fees

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

Non-Eligible Expenses

Personal Travel

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

Premium Rate Travel

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

Claims Procedure

Submission of Claims

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

Approval Process

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

Payment

All travel expenses payments will be made via bank transfer.

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MEMBER TRAVEL EXPENSE CLAIM FORM

NAME	
-------------	--

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

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

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

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

Relevant receipts must be attached to Expense form.



Workington
Town Council

FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item 13
Meeting date: Monday 24th February 2025	
From: Chief Officer / Finance Officer	
Title: My Council Services Digital Enterprise System	

1. RECOMMENDATION

- Committee to consider the report
- Committee to agree to cost of £9,995 for installation and year one of the software. This will come from the 25-26 budget.

2. DETAIL

Officers and the Chair of F&GP attended a demonstration by Abavus Ltd of their My Council Services (MCS) digital enterprise system.

MCS is a cloud-based modular platform designed specifically for local government use:

- Customer Relationship Management functionality
- Complaint handling, including FOI requests
- Work planning and scheduling
- Mobile Working
- Allotments - all aspects from applications, waiting list management
- Fixed asset register
- Grants
- Bookings & Appointments
- Website hosting
- Agenda & meeting management (this module is still in development but is due for release within our implementation window)

Cumberland Council currently use this system which would allow us to re-direct enquiries for them directly to them and vice versa.

The benefits to the Council would be:

Enhanced Customer Service

Provides residents with a 24/7 self-service portal for reporting issues, accessing services, and tracking requests.

Allows Officers to easily direct and deal with simple enquiries more effectively with full history recorded.

Efficient Service Management

Automates service request routing to the appropriate departments, ensuring faster response times.

Streamlines current processes.

Improved Communication

Provides communication tools for councils to keep residents informed through notifications and service updates.

Offers real-time status updates on service requests, enhancing transparency.

Data-Driven Decision Making

Provides reporting and analytics features to track service trends, staff performance, and resource allocation.

Helps councils identify areas for improvement and optimise service delivery.

Mobile Workforce Integration

Equips Estates team with mobile apps for real-time updates and task management.

Enables location-based task tracking and efficient routing for fieldwork.

Cost Savings

Reduces administrative overhead by digitising processes and using automated notifications.

Minimises the need for paper-based processes, saving on printing and storage costs.

Community Engagement and Satisfaction

Encourages community participation through user-friendly interfaces and responsive service delivery.

Strengthens trust by providing transparent and accountable services.

Compliance and Auditability

Maintains accurate records of service requests, responses, and resolutions for auditing and reporting purposes.

Helps ensure compliance with local government regulations.

Scalability and Flexibility

Offers modular functionality to adapt to the evolving needs of the council.

Easily integrates with existing systems and platforms.

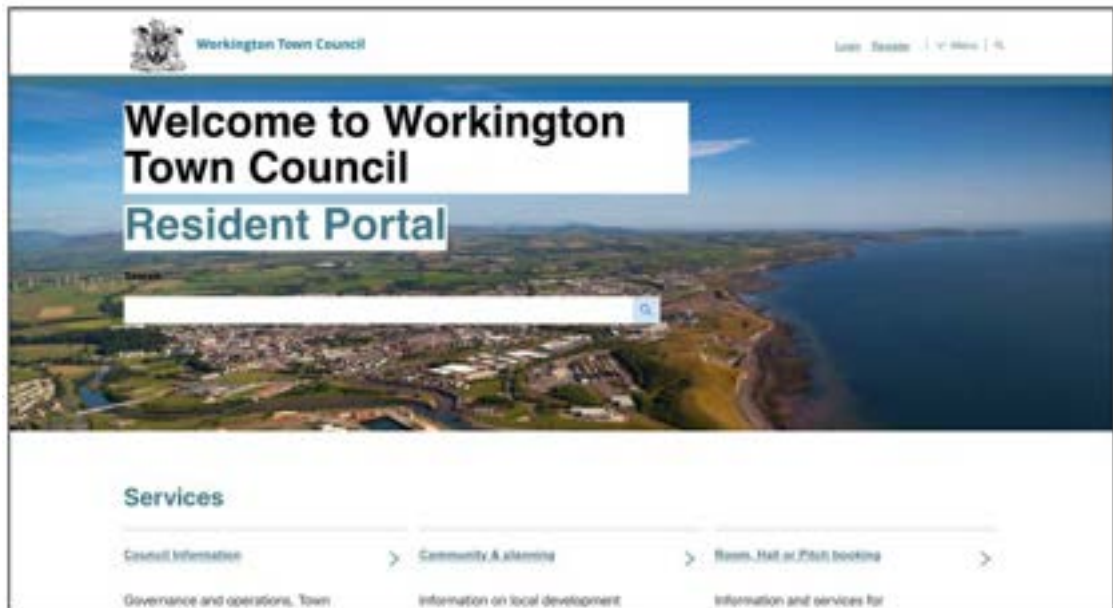
Council would have access to new module as and when they are released.

Environmental Benefits

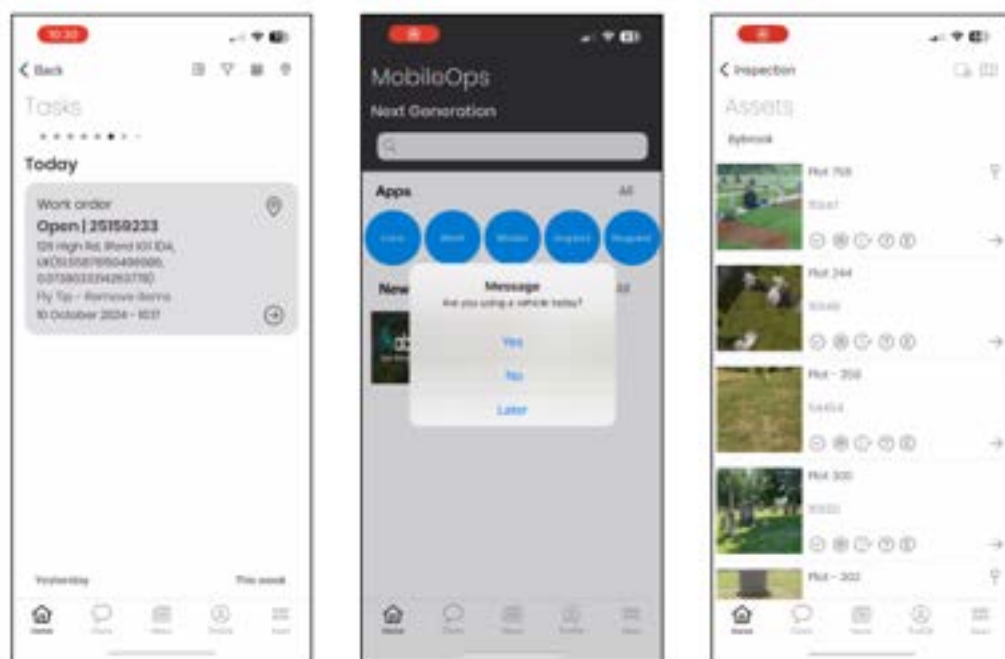
Promotes eco-friendly operations by reducing paper usage and optimising route planning for the Estates Team, thereby cutting fuel consumption.

It is proposed to build and develop the platform in phases to meet council's business requirements. The suggested starting point would be to set up the operational elements before moving on to the more customer-facing elements. The expected project length for full implementation would be 12 months.

This would include a new website for the Council which would be integrated with My Council Services. The appearance and functionality of the website would be the same as the Government's website and would assist with the need for information on the Council's website to be fully accessible for all users.



The website would also automatically re-direct users if they select an area/item that is not the responsibility of WTC.



3. BUDGET IMPLICATIONS

Cost for the first year would be £9,995, comprising of £6,425 for all system modules (including unlimited user licences) and £3,570 for training and consultancy.

Total - £9,995 from the IT budget line 25-26.

The Council would then have the option to renew after year one at the reduced cost of £8,000.



FINANCE AND GENERAL PURPOSES	Agenda Item No. 14
Meeting date: Monday 24 th February 2025	
From: Projects & Events Officer	
Title: Council Equipment	

1. RECOMMENDATION

- a) Committee are to decide if officers should continue to borrow radios from Workington Community Response Group or the Council to purchase their own for events.
- b) Committee to decide if it wishes for the Council to purchase a PA system or continue to hire as required.

2. DETAIL

- a) Effective 2-way communication is crucial if an event is to run smoothly and safely. This can include
 - communication from event safety management team
 - communication with joint agencies
 - communication between staff/workers
 - public information and communication

Currently Workington Town Council use the radios from Workington Community Response Group for events which is free of charge. However, Workington Town Council pay the annual licence fee required for the radios which is £120 per year.

If the response group had an emergency, they would take priority use of the radios meaning officers would have no radios to use at events.

The benefit of Workington Town Council purchasing their own is they could also be used for other activities within the council and as a means of communication between the Estates team.

Below are the costs to purchase 10 Motorola DP4400e radios which we need for all personnel on events.

Supplier	Radio Cost	Licence Cost	Total Cost
CTS Radios	677.98	Included	£6,779.80
Radio Solutions	461.99	Included	£4,619.90
Radiotronics	410.25	£75.00 (5 Years)	£4,180.92

b) The below table outlines what would be required for a PA system suitable for civic events in Vulcan Park.

Item	Quantity	Total Cost
JBL Party Box Speaker	4	£2,116.00
Duratruss ST-3800B Wind Up Stand	4	£792.00
Deity S-Mic 2 Professional Shotgun Microphone	1	£266.67
Audio Cabling	10m	£60.00
Pedestrian Cable Covers	10m	£189.90

Current hire costs without staff, are approx. £600 per event.

3. BUDGET IMPLICATION.

- Cheapest option for radios £4,180.92
- PA Equipment total cost £3,424.57



FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 15
Meeting date: Monday 24 th February 2025	
From: Senior Business Support	
Title: Civic Robes Report	

1. RECOMMENDATION

- Committee to consider the disposal of three robes which are beyond repair.

2. DETAIL

A review of the civic robes has been completed, and the Council currently has:

- 1 x Mayor's red robe (Mayor's residence)
- 16 x blue Councillor robes (Cllrs residences)
- 1 x blue Councillor robe (to be returned)
- 8 x blue Councillor robes (Town Hall)
- 1 x new blue Councillor robe (Town Hall)
- 1 x black clerk robe (Town Hall)

2 x blue Councillor robes and 1 x black Clerk robe – these have been taken to the tailor and deemed irreparable (Town Hall)

3. BUDGET IMPLICATIONS

The robes to dispose of are currently on the Council's asset register at a value of £714.29 each from 1982.



FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 16
Meeting date: Monday 24 th February 2025	
From: Chief Officer/RFO	
Title: Freedom of Information Requests	

1. RECOMMENDATION

- Committee to note the report for information.

2. DETAIL

The Council received one freedom of information request in January 2025. The request has been replied to within the required timescale.

The below information gives an overview of the request submitted, but full details are available to view on the Council's website – [Freedom of Information Requests | town council](#)

a) Reference FOI/2024/5

The requester asked for copies of emails and minutes from Council meetings where their personal concerns and issues relating to several matters had been discussed.

3. BUDGET IMPLICATIONS

None



Workington
Town Council

FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 17
Meeting date: Monday 24 th February 2025	
From: Chief Officer/RFO	
Title: Freedom Parade	

1. RECOMMENDATION

- Committee to note the report for information.

2. DETAIL

A Freedom Parade allows military units to march through the borough in recognition of their outstanding achievements, commitment and dedication in the service of the country and as an expression of the high regard in which they are held by the Council and members of the community.

It gives them the privilege of marching with Colours flying, drums beating and bayonets fixed.

*The **Border Regiment** was a line infantry regiment of the British Army, which was formed in 1881. After service in the Second Boer War, followed by both World War I and World War II, the regiment was amalgamated with the King's Own Royal Regiment (Lancaster) into the King's Own Royal Border Regiment in 1959, which was later merged with the King's Regiment (Liverpool and Manchester) and the Queen's Lancashire Regiment to form the present Duke of Lancaster's Regiment (King's, Lancashire and Border), which continues the lineage of the Border Regiment.*

The Freedom of the Town was gifted to the Border Regiment on 28th July 1959; this gift was carried over when the Duke of Lancs regiment was established.

Officers are currently working on the details for the Freedom Parade, which is taking place on Thursday 3rd July 2025.

The day will consist of:

- Parade through the town to Vulcan Park (approx. 11.30am start)
- Meet the soldiers for members of the public and schools
- Parade continues to St Michael's Church for a service
- Refreshments will be served in the Waverley Hotel following the Church service.

Information packs and 'make your own flags' will be sent to schools prior to the day and spectators will be encouraged to line to streets and show their support.

3. BUDGET IMPLICATIONS

Currently the budget (25-26) for the event is approximated at £6,000.

Officers will provide committee with a full breakdown of costs at the next meeting, once the venue, menu choice and further detail is confirmed with the Duke of Lancs.

There will also be costs to cover PA system, fencing, security, staffing, schools packs, etc.