

Workington Town Council

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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 27th April 2026 at 6.30pm at Workington Town Council Offices, Town Hall, Oxford Street, Workington.

Cllr Mike Rollo (Chair)	Present	Cllr Beth Dixon (Vice Chair)	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
Cllr John Mills	Present	Cllr Joan Wright	Absent

Also in attendance: Chief Officer/RFO.

FG25.96 Absences: No absences were notified prior to the meeting.

FG25.97 Declarations of Interest: None.

FG25.98 Exclusion of press and public: None

FG25.99 Public representation: None.

FG25.100 Minutes of the Previous Meeting

Resolved: Committee approved the minutes of the 2nd March 2026 meeting and affirmed them a true record.

FG25.101 Public Questions: None

FG25.102 Questions and Statements from Members: None

FG25.103 Motions on Notice: None

FG25.104 Budget 2025-2026

a) **Resolved:** Committee approved the bank reconciliation and statements of accounts for February 2026.

b) Committee noted the year end accounts are being prepared and will go to the annual meeting for approval.

c) **Resolved:** Committee noted the following approvals under SO27:

£2,100 park café project from asset management budget line 25-26.

£2,495.83 WIFI set-up costs for Princess Street and Park End Shelter. £39.67 monthly fee for 1 year (reduction on current monthly fee of £80 per month) from the IT budget line 25-26 and onwards

FG25.105 Internal Auditor

Resolved: Committee resolved to recommend to Full Council to appoint Jean Airey as the internal auditor for 2026-2027.

FG25.106 Projects Update

Committee noted the report for information.

A question was asked with regards to adverse possession of an unregistered strip of land at Brewery House play area at the last meeting. The Chair advised that the solicitor has confirmed Council is not able to claim this piece of land.

The Chair advised that for the purposes of bookings in Park End Shetler, non-profit organisations can currently use the building for free; for other bookings a small charge will be applied.

A full report on fees and charges will be brought to a future committee meeting for consideration.

FG25.107 Standing Orders and Financial Regulations

The Chair advised that only minimal changes had been made to the documents and would be taken to the annual meeting for approval. Any further changes, tweaks or questions with regards to the documents by committee to be sent to The Chair or CO who would be happy to discuss.

FG25.108 Staffing

Committee noted the report for information.

FG25.109 The Ranch

Resolved: Committee approved for Officers to investigate potential other use of the land and bring a report back to a future committee meeting.

Fields in Trust was discussed and committee agreed to put on hold for now as potential acquisitions may be coming to the Council that would also benefit from being protected by FIT therefore submissions would be done collectively.

FG25.110 Insurance

Committee noted the report for information.

Meeting ended at 18.47.

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2026	Current Bank A/c	1,723,863.39
30/04/2026	West Cumbria Credit Union	11,185.33
01/04/2026	Petty Cash	0.00
30/04/2026	PayPal	173.11

1,735,221.83

Receipts not on Bank Statement

0.00

Closing Balance

1,735,221.83

All Cash & Bank Accounts

1	Current Bank A/c	1,723,863.39
3	Northern Community Bank	11,185.33
4	Petty Cash	0.00
5	PayPal	173.11
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,735,221.83

Receipts for Month 1

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 :		739,548.29					739,548.29	
PRECEPT26	Banked: 01/04/2026	1,124,740.00						
PRECEPT26	Cumberland Council	1,124,740.00			1076	100	1,124,740.00	2026/27 Precept Payment
po_1TJNIJK	Banked: 07/04/2026	29.30						
po_1TJNIJK	Stripe Payout	29.30			1255	110	29.30	VP Tennis Court Bookings
2025/2	Banked: 10/04/2026	35.59						
2025/2	S Messenger	35.59			1310	120	35.59	Annie Pit plot 2
2025/188	Banked: 10/04/2026	20.00						
2025/188	K Smyth	20.00			1310	120	20.00	Soapery plot 3
APR2026	Banked: 10/04/2026	150.00						
	Sales Recpts Page 255	150.00	150.00		100			Sales Recpts Page 255
po_1TLY5oK	Banked: 13/04/2026	81.23						
po_1TLY5oK	Stripe Payout	81.23			1255	110	81.23	VP Tennis Court Bookings
2025/101	Banked: 17/04/2026	75.84						
2025/101	J Critchley	75.84			1310	120	75.84	Park Lane plot 1B
po_1TO5RkK	Banked: 20/04/2026	25.41						
po_1TO5RkK	Stripe Payout	25.41			1255	110	25.41	VP Tennis Court Bookings
po_1TQckwK	Banked: 27/04/2026	18.15						
po_1TQckwK	Stripe Payout	18.15			1255	110	18.15	VP Tennis Court Bookings
CCLAQ4	Banked: 30/04/2026	1,744.35						
CCLAQ4	CCLA Fund Managers Limited	1,744.35			1160	100	1,744.35	LA Property Fund Divided Q4
Total Receipts for Month		1,126,919.87	150.00	0.00			1,126,769.87	
Cashbook Totals		<u>1,866,468.16</u>	<u>150.00</u>	<u>0.00</u>			<u>1,866,318.16</u>	

Payments for Month 1

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>
01/04/2026	Autoserve Ltd	17568/1100	37.91	37.91		500			Maint for Estate Van Mar 26
01/04/2026	Lex Autolease Limited	15663/1122	663.75	663.75		500			EV Van Lease Mar/Apr 2026
07/04/2026	Grenke Leasing Ltd	86733/1114	536.40	536.40		500			Printer Lease Apr to Jun 2026
08/04/2026	Cumberland Council	0411580	27,991.65	27,991.65		500			WTC Payroll February 2026
08/04/2026	Travis Perkins Trading Company	516586/VAR	103.73	103.73		500			Paint and Brushes (WNP)
08/04/2026	Watson Dairies Ltd	80326/1148	20.70	20.70		500			Milk for Town Hall Mar 26
08/04/2026	Beacon Fire Protection Ltd	21987/1149	211.80	211.80		500			Fire Extinguishers PE Shelter
08/04/2026	W M Plant	22056/1096	106.44	106.44		500			Carburettor
08/04/2026	Water Plus	09241/1097	1.33	1.33		500			Annie Pit Water Feb-Mar 26
08/04/2026	Water Plus	13301/1099	1.33	1.33		500			Wesley Street Water Feb-Mar 26
08/04/2026	Water Plus	35297/1098	6.46	6.46		500			C/Street Water Feb-Mar 26
08/04/2026	David Allen IT Limited	24574/1102	47.60	47.60		500			P/St FTTP Int Circuit
08/04/2026	David Allen IT Limited	24397/1101	98.82	98.82		500			Various Software Town Hall
08/04/2026	Deltawaite Limited	72292/1106	273.24	273.24		500			Various Safety Clothing
08/04/2026	Cumberland Council	50CC/1107	107.80	107.80		500			The Ranch NNDR 2026/27
08/04/2026	Lakes Loos Ltd	11677/1124	751.20	751.20		500			Loos for Halloween H/Park
08/04/2026	J R Bennett	5025/1108	355.80	355.80		500			Plants for Quayside Planters
08/04/2026	Olivia Pascoe Tennis Coaching	03-26/1110	200.00	200.00		500			VP Tennis Sessions Mar 2026
08/04/2026	Workington Heritage Group	1653/1112	54.50	54.50		500			Hel/Thom Room Hire Feb/Mar 26
08/04/2026	Zurich Insurance Plc	03182/1113	250.00	250.00		500			Rebuild Assesment for Park End
08/04/2026	Beardy Synergy	115/1115	1,000.00	1,000.00		500			Bus Station Mural
08/04/2026	David Allen IT Limited	24534/1088	954.00	954.00		500			IT Support for March 2026
08/04/2026	Gray Facepainting and Arts	BUSST/1075	280.00	280.00		500			Facepainting Bus Station Event
09/04/2026	PayPal	5C3075589P	1,000.00			240		1,000.00	Transfer funds to debit card
10/04/2026	PayPal	96J9325444	500.00			240		500.00	Transfer funds to debit card
10/04/2026	Card Saver Limited	APR2026	11.34	11.34		500			Purchase Ledger DDR Payment
13/04/2026	Cumberland Council	09490/1086	1,092.00	1,092.00		500			P/Street Refuse Oct-Dec 25
13/04/2026	Cumberland Council	10451/1111	71.00	71.00		500			The Ranch Trade Waste Collecti
13/04/2026	Cumberland Council	11578/1131	28,640.82	28,640.82		500			WTC Payroll March 2026
13/04/2026	Cumberland Council	12099/1133	154.00	154.00		500			Ranch Trade Waste Jan -

Payments for Month 1

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>
13/04/2026	Cumberland Council	12105/1134	936.00	936.00		500			Mar 26 VP Trade Waste Jan to Mar 26
13/04/2026	Cumberland Council	12265/1147	892.80	892.80		500			Play Area Inspections 2026
13/04/2026	BNP Paribas Leasing Solutions	268285/50	479.09	479.09		500			Estates Van Lease Mar/Apr 26
15/04/2026	Adecco UK Ltd	344791/7	692.06	692.06		500			Temp Admin w/e 27/03/2026
15/04/2026	Adecco UK Ltd	350453/26	346.03	346.03		500			Temp Admin w/e 03/04/2026
16/04/2026	PayPal	1J006439VK	250.00			240		250.00	Transfer funds to debit card
16/04/2026	First Data Europe Limited	MAR26/47	52.81	52.81		500			VT Transaction Fees Mar 26
20/04/2026	Savana Environmental Ltd	0103/30	2,034.00	2,034.00		500			Asbestos Removal Park Café
20/04/2026	L & K Curwen Limited	3489/8	45,395.66	45,395.66		500			Renovation of Park End Shelter
22/04/2026	Daisy Communications Ltd	51664/23	91.13	91.13		500			WTCCC Phone & Broadband May 26
23/04/2026	Meaningful Marketing Limited	0599/1	9,600.00	9,600.00		500			Marketing for WTC 2026/27
23/04/2026	FuelGenie Business Account	039492/2	192.06	192.06		500			Fuel for Van & Equipment March
23/04/2026	B and Q	197790/6	130.27	130.27		500			Cupboard Catch (P.E. Shelter)
23/04/2026	Rialtas Business Solutions Ltd	33184/5	2,607.60	2,607.60		500			Software & Support 2026/27
23/04/2026	Screwfix	197790/40	403.83	403.83		500			Ear Defenders & Evostik
23/04/2026	Manx Telecom Trading Ltd	061218/10	24.00	24.00		500			Matrix Board Sim Cards Apr 26
23/04/2026	Beacon Fire Protection Ltd	182912/11	420.00	420.00		500			Fire Risk Assessment (PES)
23/04/2026	Tudor Environmental	458334/13	108.34	108.34		500			Saw Trousers & Roundline
23/04/2026	Lakes Loos Ltd	13725/14	324.00	324.00		500			Toilets for Bus Station Event
23/04/2026	Water Plus	3915/15	7.24	7.24		500			Cranbourne St. Water Mar-Apr
23/04/2026	Firpress Ltd	W015/17	96.00	96.00		500			Wall Signs for WTCCC
23/04/2026	WF Cascade	32319/1157	114.99	114.99		500			WTCCC Cleaning Mar 2026
23/04/2026	WF Cascade	35136/18	76.91	76.91		500			Assorted Cleaning Supplies
23/04/2026	CIA Fire & Security Limited	299798/19	667.64	667.64		500			Tennis Court SmartAccess 26/27
23/04/2026	David Allen IT Limited	24695/1155	954.00	954.00		500			IT Services for April 26
23/04/2026	David Allen IT Limited	24788/1160	47.60	47.60		500			WTCCC Phone & Broadband Mar 26
23/04/2026	David Allen IT Limited	24787/1161	606.97	606.97		500			Internet & Networking Serv.
23/04/2026	David Allen IT Limited	24696/1156	3,017.58	3,017.58		500			WIFI set-up for WTCCC

Payments for Month 1

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>
									& PES
23/04/2026	Cumbria Cake Shop	007/12	50.00	50.00		500			Cakes for PES Opening
24/04/2026	Universal Silk Screen Printers	5HAJI/1152	49.90	49.90		500			CCTV In operation sign
24/04/2026	Trophies Sport & Leisure Ltd	4888/1158	45.00	45.00		500			Neil Schofield Brass Plaque
24/04/2026	Carnegie Theatre Trust (Workin	1088/1159	357.00	357.00		500			Room hire for Christmas 2025
24/04/2026	Mimosas Florist	84/20	34.00	34.00		500			Flowers for P.E. Shelter Event
24/04/2026	Every Life Matters	000516/24	440.00	440.00		500			Mental Health Training SB & VT
24/04/2026	Living Wage Foundation	185023/25	120.00	120.00		500			Employer Accreditation 2026
24/04/2026	Thomas Kay Photography	1400/27	195.00	195.00		500			Photography Park End Shelter
24/04/2026	Travis Perkins Trading Company	WW0364/28	36.00	36.00		500			Cat Scanner for Siddick Allots
24/04/2026	Npower Ltd	YQ2222/29	107.39	107.39		500			VP Café & Lights Mar 26
24/04/2026	Whitehaven Gas & Plumbing	P5334/31	276.00	276.00		500			Install Sockets in Town Hall
24/04/2026	Workington Unit of the Sea Cad	00126/32	500.00	500.00		500			Provision of Mayor's Cadet
24/04/2026	Amazon EU S.a.r.l. UK Branch	TAEUD/33	10.56	10.56		500			12V Ignition Switch
24/04/2026	Amazon EU S.a.r.l. UK Branch	ZAEUD/34	11.47	11.47		500			Projector Remote Control
24/04/2026	MKM BS Workington	42198/36	79.80	79.80		500			Blue Circle Postcrete
24/04/2026	R & J Industrial Supplies Ltd	96565/38	52.39	52.39		500			Codelock & Keys for PES
24/04/2026	Beacon Fire Protection Ltd	22380/39	80.08	80.08		500			Fire Ext Service & Misc Items
24/04/2026	Water Plus	1326/41	1.57	1.57		500			Annie Pit Water Mar-Apr 26
24/04/2026	Vulcan Park Bowling Club	202604/44	2,500.00	2,500.00		500			Maintenance Grant 2026/27
24/04/2026	Npower Ltd	32527/51	228.75	228.75		500			Frostoms Footway Lights 25/26
24/04/2026	Npower Ltd	08820/52	113.58	113.58		500			Queen's Hut Electricity Mar 26
24/04/2026	Judith Dickinson	TRANSFER	14.56			4030	100	14.56	Expenses - Mileage Mar- Apr 26
28/04/2026	HM Land Registry	904279/71	14.00	14.00		500			The Ranch Land Registry Search
29/04/2026	PayPal	6VS65415JV	250.00			240		250.00	Transfer funds to debit card
30/04/2026	Total Energies Gas & Power	5CA08F/48	454.51	454.51		500			WTCCC Gas Feb - Mar 26
30/04/2026	Total Energies Gas & Power	011911/49	490.98	490.98		500			WTCCC Electricity Nov - Mar
Total Payments for Month			142,604.77	140,590.21	0.00			2,014.56	
Balance Carried Fwd			1,723,863.39						
Cashbook Totals			1,866,468.16	140,590.21	0.00			1,725,877.95	

Receipts for Month 1

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 :	300.22					300.22	
44029420V3	Banked: 08/04/2026	0.26						
44029420V3	PayPal Inc.	0.26			1999	100	0.26	Debit Card Cashback Bonus
	Banked: 09/04/2026	1,000.00						
5C3075589P	Current Bank A/c	1,000.00			200		1,000.00	Transfer funds to debit card
	Banked: 10/04/2026	500.00						
96J9325444	Current Bank A/c	500.00			200		500.00	Transfer funds to debit card
0AT15324TY	Banked: 15/04/2026	2.40						
0AT15324TY	PayPal Inc.	2.40			1999	100	2.40	Debit Card Cashback Bonus
	Banked: 16/04/2026	250.00						
1J006439VK	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
1F985995VT	Banked: 22/04/2026	0.72						
1F985995VT	PayPal Inc.	0.72			1999	100	0.72	Debit Card Cashback Bonus
4TJ80006B8	Banked: 29/04/2026	0.10						
4TJ80006B8	PayPal Inc.	0.10			1999	100	0.10	Debit Card Cashback Bonus
	Banked: 29/04/2026	250.00						
6VS65415JV	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
Total Receipts for Month		2,003.48	0.00	0.00			2,003.48	
Cashbook Totals		<u>2,303.70</u>	<u>0.00</u>	<u>0.00</u>			<u>2,303.70</u>	

Payments for Month 1

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>
02/04/2026	Blinds2Go Limited	67T18875AN	51.38	51.38		500			Blinds for Park End Shelter
08/04/2026	B&M	83Y77920DK	33.65			4870	120	33.65	Supplies for Park End Shelter
08/04/2026	TESCO	7JR675971P	3.30			4870	120	3.30	Supplies for Park End Shelter
08/04/2026	Morrisons	4FN37536AS	28.34			4870	120	28.34	Supplies for Park End Shelter
08/04/2026	Morrisons	30J44502C1	3.70			4870	120	3.70	Supplies for Park End Shelter
10/04/2026	Environment Agency	5F06681722	1,100.50			4850	120	1,100.50	Permit for Soapery Bridge Work
10/04/2026	Wix.com Ltd	2WA50184JV	403.20	403.20		500			P/Ledger Electronic Payment
14/04/2026	Heron Foods	7GU33317VM	5.30			4870	120	5.30	Supplies for Park End Shelter
15/04/2026	Dunelm	15N19952K2	76.00			4870	120	76.00	Supplies for Park End Shelter
16/04/2026	Home Bargains	14D38963LM	6.98		1.16	4210	100	5.82	Batterys & Notepads
16/04/2026	Amazon EU S.a.r.l. UK Branch	0FP457951F	17.59	17.59		500			Wireless Doorbell at Town Hall
16/04/2026	Apex Business Supplies Limited	6RS54593SK	9.48	9.48		500			Large White Tissue Paper
17/04/2026	Eurocell Building Plastics Ltd	2VG17092RE	20.26	20.26		500			Guttering & Downspout for PES
17/04/2026	Information Commissioner	1UP21453RY	78.00	78.00		500			GDPR / Data Protection Fee 26
21/04/2026	Post Office Ltd.	2U4374042B	10.95			4210	100	10.95	Postage for F&GP Agendas
21/04/2026	Heron Foods	6CE986502M	4.00			4210	100	4.00	Milk for Town Hall
23/04/2026	Post Office Ltd.	4KA31981P4	20.81			4210	100	20.81	Postage - Mayor Making Invites
28/04/2026	Snapfish UK Ltd	47815657UD	42.17		0.25	4250	100	41.92	Mayor's Photobook
29/04/2026	Argos	35T83716YD	199.98			4120	100	199.98	Estates Team Mobile Phones
30/04/2026	Amazon EU S.a.r.l. UK Branch	133161594P	15.00	15.00		500			P/Ledger Electronic Payment
Total Payments for Month			2,130.59	594.91	1.41			1,534.27	
Balance Carried Fwd			173.11						
Cashbook Totals			2,303.70	594.91	1.41			1,707.38	

Workington Town Council Budget Monitoring Report
Finance & General Purposes

As At
08-Jun

		Current Year 2025/26							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 08-Jun-26	Committed Expenditure	Balance at 08-Jun-26
100	Staffing								
4000	Salaries	325,682	0	0	0	325,682	25,105	291,387	9,190
4010	NI	40,367	0	0	0	40,367	3,078	33,878	3,411
4020	Pension	64,926	0	0	0	64,926	3,747	54,488	6,691
4030	Staff Associated Costs	45,500	12,000	0	0	57,500	27,896	11,709	17,896
4110	Training	9,500	0	0	0	9,500	453	0	9,047
		485,975	12,000	0	0	497,975	60,279	391,461	46,235
100	Office								
4120	Telecoms & IT	35,000	0	0	0	35,000	(4,654)	36,447	3,207
4125	Marketing	8,000	0	0	0	8,000	8,000	0	0
4210	General	9,000	0	0	0	9,000	906	975	7,119
		52,000	0	0	0	52,000	4,252	37,422	10,326
100	Finance								
4140	Insurance	9,150	0	0	0	9,150	0	8,067	1,083
4200	Audit Fees	3,000	0	0	0	3,000	(11)	2,769	242
4460	PWLB Capital Payment	5,400	0	0	0	5,400	2,640	2,703	57
4470	PWLB Interest Payment	6,400	0	0	0	6,400	3,195	3,133	72
		23,950	0	0	0	23,950	5,824	16,672	1,454
100	Property								
4262	Fleet Lease	13,000	0	0	0	13,000	1,864	10,433	703
4264	Fleet Consumables	2,000	0	0	0	2,000	100	945	955
4270	Accommodation	30,000	0	0	0	30,000	(15,683)	35,636	10,047
4485	Asset Management	55,000	30,000	0	0	85,000	(13,728)	69,803	28,925
		100,000	30,000	0	0	130,000	(27,447)	116,817	40,630

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

As At
08-Jun

		Current Year 2025/26							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 08-Jun-26	Committed Expenditure	Balance at 08-Jun-26
100	Civic Governance								
4160	Website	1,500	0	0	0	1,500	234	0	1,266
4170	Subscriptions and Memberships	3,500	0	0	0	3,500	2,449	442	609
4230	Elections	14,000	6,500	0	0	20,500	0	0	20,500
4250	Civic Functions	7,500	0	0	0	7,500	302	3,495	3,703
4320	Mayoral Allowance	3,100	0	0	0	3,100	0	3,100	0
4340	Member Travel	700	0	0	0	700	0	0	700
4365	Twinning	5,000	0	0	0	5,000	522	0	4,478
4380	Member Development	750	0	0	0	750	0	0	750
4430	Legal and Professional	10,000	0	0	0	10,000	49	0	9,951
		46,050	6,500	0	0	52,550	3,556	7,037	41,957
		707,975	48,500	0	0	756,475	46,464	569,410	140,601

Workington Town Council Budget Monitoring Report
Culture & Social Investment

As At
08-Jun

		Current Year 2025/26							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 08-Jun-26	Committed Expenditure	Balance at 08-Jun-26
110	Culture & Social Investment								
4510	Sport	6,000	0	0	0	6,000	756	3,850	1,394
4545	Christmas	90,000	0	0	0	90,000	(443)	87,035	3,408
4595	Youth and Social Investment	28,000	0	0	0	28,000	0	5,000	23,000
4655	Festival of Running	12,000	0	0	0	12,000	0	11,985	15
4652	Party in the Park	25,000	0	0	0	25,000	0	24,968	32
4650	Cultural Celebrations	21,100	0	0	0	21,100	9,570	6,692	4,838
4590	Funding	8,000	0	0	0	8,000	500	0	7,500
4580	Cultural Marketing	6,000	0	0	0	6,000	0	6,000	0
		196,100	0	0	0	196,100	10,383	145,530	40,187

Workington Town Council Budget Monitoring Report
Environment

As At
08-Jun

		Current Year 2025/26							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 08-Jun-26	Committed Expenditure	Balance at 08-Jun-26
120	Environment								
4705	Environmental Activities	3,000	0	0	0	3,000	(1,000)	1,000	3,000
4710	Green Grants	3,000	0	0	0	3,000	0	0	3,000
4730	Nature Partnership	45,500	0	0	0	45,500	75	23,500	21,925
4810	Streetscene	39,000	0	0	0	39,000	22	27,770	11,208
4830	Vulcan Park	20,000	0	0	0	20,000	1,788	6,555	11,657
4840	Play Areas	50,000	0	0	0	50,000	93	0	49,907
4850	Allotments	16,000	0	0	0	16,000	86	9,690	6,224
4860	Estate Management	40,000	0	0	0	40,000	3,346	1,746	34,908
4870	Estate Development	10,000	0	0	0	10,000	(7,092)	9,359	7,733
		226,500	0	0	0	226,500	(2,682)	79,619	149,563

Committed Expenditure Listing for 2026/27

Order Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
n/a	1	26-Nov	Tivoli Group Limited	Soapery - Remove and dispose of footbridge	4850	120	766.80		766.80
n/a	1	01-Apr	Jean Airey	Internal Audit 25/26	4200	100	450.00	219.35	230.65
n/a	1	01-Apr	Cumberland Council	Ground Floor Town Hall Rent 2025/26	4270	100	9,650.00		9,650.00
n/a	1	01-Apr	Cumberland Council	First Floor Town Hall Rent 2025/26	4485	100	9,650.00	2,412.50	7,237.50
n/a	1	01-Apr	Cumberland Council	WTC Salaries	4000	100	316,491.97	25,105.00	291,386.97
n/a	1	01-Apr	Cumberland Council	WTC Employers NI Contribution	4010	100	36,956.22	3,078.00	33,878.22
n/a	1	01-Apr	Cumberland Council	WTC Employers Pension Contribution	4020	100	58,234.52	3,747.00	54,487.52
n/a	1	01-Apr	Cumberland Council	ICT Maintenance & Support 24/25	4120	100	6,200.00		6,200.00
n/a	1	01-Apr	Cumberland Council	WTC Payroll Admin Fee	4030	100	390.00	32.50	357.50
n/a	1	01-Apr	Cumberland Council	Mayoral Allowance	4320	100	3,100.00		3,100.00
n/a	1	01-Apr	Royal Mail	Meeting Agendas	4210	100	450.00		450.00
n/a	1	01-Apr	Royal Mail	Allotment Invoices & Notices	4210	100	500.00		500.00
n/a	4	30-Jul	Project	Town Hall Secure Storage	4485	100	11,700.00		11,700.00
n/a	5	01-Aug	Project	Works to Stoneleigh Allotments	4850	120	4,000.00	1,822.30	2,177.70
n/a	5	01-Aug	Project	Works to Siddick Allotments	4870	120	3,000.00	1,922.13	1,077.87
n/a	5	01-Aug	Project	Works to The Ranch Playing Fields	4870	120	3,000.00	2,332.13	667.87
n/a	9	31-Dec	Project	Work to Park End Shelter	4870	120	8,720.28	2,907.43	5,812.85
n/a	10	28-Jan	Project	Demolition of Park Café	4485	100	15,000.00	9,000.00	6,000.00
n/a	10	28-Jan	Project	Repairs to Brewery House Wall	4485	100	36,000.00	36,273.99	-273.99
n/a	11	12-Feb	Project	Refurbish Cast Iron Lampposts	4870	120	1,800.00		1,800.00
n/a	11	12-Feb	Project	CBDC Festival of Nature Funding	4705	120	1,000.00		1,000.00
2533	1	01-Apr	L&K Curwen	Princess Street WTCCC Renovation	4485	100	45,139.76		45,139.76
n/a	1	01-Apr	Project	Vulcan Park Tennis Program 2026/27	4510	110	3,850.00		3,850.00
n/a	1	01-Apr	Project	Event Management (Everyone Here) 2026/27	4030	100	36,351.00	25,000.00	11,351.00
n/a	1	01-Apr	Cumberland Council	Ground Floor Town Hall Rent 2026/27	4270	100	9,650.00		9,650.00
n/a	1	01-Apr	Cumberland Council	First Floor Town Hall Rent 2026/27	4270	100	9,650.00		9,650.00
n/a	1	01-Apr	Cumberland Council	Estates Office Town Hall Rent 2024/25	4270	100	2,650.00		2,650.00
2482	1	01-Apr	Meaningful Marketing	WTC Digital Marketing	4125	100	8,000.00	8,000.00	0.00
2483	1	01-Apr	Rialtas	Rialtas Suite Support & Licence 2026/27	4120	100	2,173.00	2,173.00	0.00
2484	1	01-Apr	Manx Telecom	SIM card	4120	100	245.00	20.00	225.00
2485	1	01-Apr	Living Wage Foundation	Employer Accreditation / Recognition	4170	100	100.00	100.00	0.00
2486	1	01-Apr	Autoserve Ltd	Maintenance Agreement for Estates Van 26/27	4262	100	379.08	63.18	315.90
2487	1	01-Apr	Vulcan Park Bowling Club	Annual Maintenance Support	4860	120	2,500.00	2,500.00	0.00
2489	1	01-Apr	Water Plus	Water - Stoneleigh Allotments 26/27	4850	120	187.17	15.81	171.36
2490	1	01-Apr	Water Plus	Water - Annie Pit Allotments 26/27	4850	120	1,270.25	33.70	1,236.55
2491	1	01-Apr	Water Plus	Water - Siddick Allotments 26/27	4850	120	417.14		417.14
2492	1	01-Apr	Water Plus	Water - Park Lane Allotments 26/27	4850	120	103.00		103.00

Committed Expenditure Listing for 2026/27

Order Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
2493	1	01-Apr	Water Plus	Water - Cranbourne Street Allotments 26/27	4850	120	115.92	16.26	99.66
2494	1	01-Apr	Cumberland Council	Vulcan Park Trade Waste Collection 26/27	4830	120	4,212.00	1,053.00	3,159.00
2495	1	01-Apr	Cumberland Council	The Ranch Trade Waste Collection 26/27	4860	120	564.00	151.00	413.00
2496	1	01-Apr	Business Stream	Princess Street WTCCC Water 26/27	4270	100	1,228.38	117.54	1,110.84
2497	1	01-Apr	Business Stream	Water - Vulcan Park 26/27	4830	120	441.32		441.32
2498	1	01-Apr	Business Stream	Water - Park End Shelter 26/27	4270	120	323.53	49.91	273.62
2499	1	01-Apr	Lex Autolease	Estates Electric Van Lease 2026/27	4262	100	6,637.44	553.12	6,084.32
2500	1	01-Apr	BNP Paribas Leasing Solutions Ltd	Lease of Estates Team Van 26/27	4262	100	4,830.88	798.48	4,032.40
2501	1	01-Apr	Cumberland Council	Pest Control - Annie Pit 26/27	4850	120	1,622.80	405.70	1,217.10
2502	1	01-Apr	Cumberland Council	Pest Control - Cranbourne Street 26/27	4850	120	857.28	214.32	642.96
2503	1	01-Apr	Cumberland Council	Pest Control - Salterbeck 26/27	4850	120	511.44	127.86	383.58
2504	1	01-Apr	Cumberland Council	Pest Control - Siddick 26/27	4850	120	577.48	144.37	433.11
2505	1	01-Apr	Cumberland Council	Pest Control - Soapery 26/27	4850	120	899.80	224.95	674.85
2506	1	01-Apr	Cumberland Council	Pest Control - Stoneleigh 26/27	4850	120	777.80	194.45	583.35
2507	1	01-Apr	Cumberland Council	Pest Control - VP Bowling Bower	4830	120	319.76	79.94	239.82
2508	1	01-Apr	Card Saver Limited	Allotment Virtual Terminal Fees 26/27	4850	120	156.40	10.95	145.45
2509	1	01-Apr	Clover (First Data Europe Limited)	Allotment Virtual Terminal Fees 26/27	4850	120	637.88		637.88
2510	1	01-Apr	Cumberland Council	Workington Nature Partnership Officer Salary Contrib	4730	120	23,500.00		23,500.00
2511	1	01-Apr	FuelGenie Business Account	Fuel for Estates Team Van 26/27	4264	100	1,129.07	183.79	945.28
2512	1	01-Apr	FuelGenie Business Account	Fuel for Estates Team Machinery 26/27	4860	120	1,293.51	360.95	932.56
2513	1	01-Apr	Grenke Lleasing Ltd	WTCCC Printer Lease 26/27	4120	100	1,788.00		1,788.00
2513	1	01-Apr	Grenke Lleasing Ltd	Printer Insurance 26/27	4140	100	164.00		164.00
2514	1	01-Apr	HSBC UK	Bank Charges 26/27	4210	100	25.00		25.00
2515	1	01-Apr	UK Debt Management Office	Repayment of PWLB Loan Capital	4460	100	5,342.77	2,640.23	2,702.54
2515	1	01-Apr	UK Debt Management Office	Repayment of PWLB Loan Interest	4470	100	6,328.05	3,195.18	3,132.87
2516	1	01-Apr	Total Energies Gas & Power	WTCCC Electricity 26/27	4270	100	1,082.83	113.89	968.94
2517	1	01-Apr	Total Energies Gas & Power	WTCCC Gas 26/27	4270	100	1,817.68	134.79	1,682.89
2518	1	01-Apr	David Allen	IT Equipment, Licenses & Support	4120	100	8,745.00	1,590.00	7,155.00
2519	1	01-Apr	Npower Ltd	Vulcan Park Queen's Hut 26/27	4830	120	1,295.35	60.99	1,234.36
2520	1	01-Apr	Npower Ltd	Vulcan Park Café & Lights 26/27	4830	120	1,573.58	93.06	1,480.52
2521	1	01-Apr	Npower Ltd	Street Lighting at Frostoms 26/27	4810	120	239.65		239.65
2522	1	01-Apr	Jean Airey	Internal Audit 26/27	4200	100	438.70		438.70
2523	1	01-Apr	Vortex Security Services	Maintenance of CCTV System	4120	100	200.00		200.00
2524	1	01-Apr	Zurich Insurance Plc	WTC Premises & Liability Insurance 2026/27	4140	100	5,372.83		5,372.83
2525	1	01-Apr	Zurich Insurance Plc	Vehicle Insurance 2026/27	4140	100	2,530.62		2,530.62
2526	1	01-Apr	Canva Pty. Ltd.	Canva Software Licence 26/27	4120	100	84.41		84.41
2527	1	01-Apr	Society of Local Council Clerks	SLCC Membership 2026/27	4170	100	442.00		442.00

Committed Expenditure Listing for 2026/27

Order Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
2528	1	01-Apr	David Allen	Town Hall Wifi 2026/27	4120	100	476.04	39.67	436.37
2529	1	01-Apr	David Allen	App Licences and Phones 2026/27	4120	100	6,717.60	559.80	6,157.80
2530	1	01-Apr	Lloyds Ltd	Ride-On Mower Service	4860	120	400.00		400.00
-	2	01-May	Abavus	My Council Service CRM 2026/27	4120	100	8,000.00		8,000.00
-	2	01-May	Arborscape	Town Centre Displays Contract 2026/27	4810	120	27,530.00		27,530.00
-	2	01-May	Moore SA	External Audit 2026/27	4200	100	2,100.00		2,100.00

Workington Town Council Budget Monitoring Report

Full Council

	Current Year 2026/27							
	Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 08-Jun-26	Committed Expenditure	Estimated Balance at 31-Mar-27
Finance & General Purposes	707,975	48,500	0	0	756,475	46,464	569,410	140,601
Culture & Social Investment	196,100	0	0	0	196,100	10,383	145,530	40,187
Environment	226,500	0	0	0	226,500	(2,682)	79,619	149,563
	1,130,575	48,500	0	0	1,179,075	54,165	794,559	330,351

Reserves	as at 08-Jun-26	
Balance brought forward		557,209
Precept Received	1,124,740	
All other receipts	2,222	
Total receipts		1,126,962
Staff costs	32,383	
Loan interest/capital repayments	5,835	
All other payments	15,947	
Total payments		54,165
Period end balance		1,630,006
Minimum reserve (25% of budget)		282,644
		1,347,362

est. to 31-Mar-27				
	Committed		Budget	
	504,325			504,325
1,124,740			1,124,740	
9,314			9,314	
	1,134,054			1,134,054
451,740			497,975	
11,670			11,800	
385,314			726,800	
	848,724			1,236,575
	789,655			401,804
	282,644			282,644
	507,011			119,160

Workington Town Council Budget Monitoring Report

Income Received 2026/27

Current Year 2026/27						
Agreed Budget	Brought Forward	Budget Revisions	Total Budget	Actual YTD Income	Anticipated Income	Income Variance

Finance & General Purposes								
1076	Precept	1,124,740	0	0	1,124,740	1,124,740	0	0
1150	Income Car Park	1,000	0	0	1,000	750	0	(250)
1160	Income - Dividend	7,500	0	0	7,500	144	7,092	(264)
1999	Income - Other	0	0	0	0	5	0	5
		1,133,240	0	0	1,133,240	1,125,639	7,092	(509)

Culture & Social Investment								
-	External Funding & Event Income	15,000	-	-	-	-	-	(15,000)
1200	Income - Party in the Park	0	0	0	0	0	0	0
1220	Income - Theatre by the Hall	0	0	0	0	0	0	0
1230	Income - Christmas Festival	0	0	0	0	0	0	0
1250	Income - Festivals	0	0	0	0	0	0	0
1255	Income - Sport	0	0	0	0	267	0	267
1280	Income - Festival of Running	0	0	0	0	0	0	0
1999	Income - Other	0	0	0	0	0	0	0
		15,000	0	0	0	267	0	(14,733)

Environment								
1100	Income - Grants & Donations	0	0	0	0	0	0	0
1255	Income - Sport	1,500	0	0	1,500	0	0	(1,500)
1300	Income - In Bloom Sponsorship	0	0	0	0	0	0	0
1310	Income - Rents	12,500	0	0	12,500	356	0	(12,144)
1999	Income - Other	0	0	0	0	700	0	700
		14,000	0	0	14,000	1,056	0	(12,944)

1,162,240	0	0	1,147,240	1,126,962	7,092	(28,186)
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Additional information to be submitted with Part 3 AGAR Checklist

Item required.	
1. State the basis of accounts – Income and Expenditure (I&E) or Receipts and Payments (R&P).	I&E
2. An explanation of any 'No' answers in Section 1 (Annual Governance Statement).	n/a
3. An explanation of any 'No' answers in the Annual Internal Audit Report.	n/a
4. Copy of the notice for the period for the exercise of public rights (pro-forma attached)	Pages 39-40 of submitted documents
5. An explanation for the Council's decision for their period for the exercise of public rights if different to the standard period (i.e. 3 June 2026 – 14 July 2026).	n/a
6. Copy of the explanations of significant variances (pro-forma attached) – <u>with numerical support</u> : For boxes 2 – 10 in the Accounting Statements, where the 2026 figure is 15% greater than, or 15% less than, the 2025 figure unless the variance is less than £500. Please also provide an explanation if the variance is greater than £100,000 regardless of whether this is less than 15%. Note: If an explanation is required for the variance of Box 4 and the explanation refers to a change in hours or a change in pay rates, please could you note the previous hours/rates and the updated hours/rates.	Pages 19-24 of submitted documents
7. Copy of the bank reconciliation(s) (pro-forma attached) for all bank accounts held in the authority's name.	Pages 9-18 of submitted documents
8. State whether the Council operate with a petty cash system.	The Council does not operate with a petty cash system
9. Copy of the reconciliation between boxes 7 and 8 (pro-forma attached) – this must be quantified.	Page 36 of submitted documents
10. Where other income (Box 3) is greater than £100k and 50% of precept , we require a breakdown of other income for 2024/25 and 2025/26.	n/a
11. A breakdown of the types of reserves (pro-forma attached) held between general reserves, earmarked reserves and restricted (ring-fenced) reserves.	The council do not hold any earmarked or restricted reserves
12. Where any investments are included as part of the Box 9 figure, please provide a summary of these amounts.	Page 34 of submitted documents
13. State whether the Council use the general power of competence.	The Council does not use the general power of competence

Additional information to be submitted with Part 3 AGAR Checklist

<p>14. Where income (total of Boxes 2 to 3) or expenditure (total of Boxes 4 to 6) is greater than £2m then we will also require:</p> <ul style="list-style-type: none"> • A copy of the full internal auditor report provided by your internal auditor (IA); • Supporting evidence of: <ul style="list-style-type: none"> a. the council's assessment that the IA is independent of the council. b. the council's assessment that the IA is competent to undertake the role. c. the current and appropriate letter of engagement d. the authority considering and agreeing the IA programme of work against its identified risks. e. copies of the minutes of the meetings considering the IA's findings together with evidence that any recommendations have been addressed; and • Bank statements covering 31 March 2026 to support the bank reconciliation(s) provided 	<p>n/a</p>
<p>15. State the accounting system being used by the Council (i.e. Scribe, Excel, etc).</p>	<p>Rialtas</p>
<p>16. Provide the hours/days worked by the Clerk and RFO including any scheduled holidays until the end of September. This will help ensure that we coordinate our responses in line with your requirements.</p>	<p>Monday to Thursday, 9am to 3pm</p>
<p>17. Copy of this completed sheet provided with your AGAR submission.</p>	<p>Pages 1-2 of submitted documents</p>

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

WORKINGTON TOWN COUNCIL

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY


06/05/2025

05/05/2026

GEORGINA D AIREY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

 SIGNED

Date

05/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WORKINGTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.workingtontowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

WORKINGTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	290,015	504,325	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	986,709	1,070,744	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	111,573	136,794	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	355,742	370,806	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	11,671	11,671	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	516,559	772,177	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	504,325	557,209	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	592,683	751,034	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,137,796	1,155,380	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	140,488	135,389	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **WORKINGTON TOWN COUNCIL**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name
ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature **SIGNATURE REQUIRED** Date **DD/MM/YYYY**

Part of the response to the 2024/25 External Audit Report included the following point:

We draw your attention to the following point

- Per the internal auditors report, the Internal Auditor answered 'Not covered' to control objective F which suggests that the council does not operate a petty cash system and so referencing petty cash (even as a nil balance) on the bank reconciliation seems unnecessary. We would suggest the reconciliation schedule is updated to remove it if the council do not operate such a system.

Petty cash is included again in the reconciliation reports for 2025/26 due to an issue with our accounting software as detailed below.

From: Rialtas Support <support@rialtas.co.uk>
Sent: 07 May 2026 15:41
To: Workington Town Council <office@workingtontowncouncil.gov.uk>
Subject: Re: Rialtas Support Ticket 130976 - Unable to Remove Cashbook

Dear Paul,

We are waiting for a fix for that issue.

Regards
Mark

Have you booked your year end? <https://rialtas.co.uk/year-end-resource/>

The latest training and events, are available at <https://www.rialtas.co.uk/training-events/>
Our **FAQs and Manuals**, are available at: <https://rialtas.freshdesk.com/>

Support hours are
Monday to Friday 9am to 5pm (excluding Bank Holidays)

Please note the support queue is not monitored outside of these hours.

On Thu, 7 May at 11:58 AM , Paul Young <office@workingtontowncouncil.gov.uk> wrote:
Hi

Our council no longer uses petty cash so I need to remove the cashbook for this from our system.

I've followed the steps from the "How do I re-order and/or remove cashbooks" guidance but I'm still getting the "cashbook must be active as it has bank statement entries" error when I try to make it inactive on the Company Details after using the Delete A/C on the Cashbook Reconciliation.

Could you suggest a solution or point out what I'm doing wrong?

Thanks

Paul

*Paul Young
Finance Officer / Deputy Proper Officer
Workington Town Council*

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Current Bank A/c	739,548.29	
31/03/2026	West Cumbria Credit Union	11,185.33	
31/03/2026	Petty Cash	0.00	
31/03/2026	PayPal	300.22	
			751,033.84

Receipts not on Bank Statement

0.00

Closing Balance

751,033.84

All Cash & Bank Accounts

1	Current Bank A/c	739,548.29
3	West Cumbria Credit Union	11,185.33
4	Petty Cash	0.00
5	PayPal	300.22
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>751,033.84</u>

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	31/03/2026	857	739,548.29
			<u>739,548.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			739,548.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			739,548.29
		Balance per Cash Book is :-	739,548.29
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

4 March to 3 April 2026

Your Statement

Account Name
 Workington Town Council

Sortcode 40-47-20 **Account Number** 61053248 **Sheet Number** 857

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			739,807.65
16 Mar 26	CR Stripe Payments UK STRIPE		3.63 ✓	
	BP PAYPAL 81XBCP898MJ3VRJ	400.00 ✓		739,411.28
17 Mar 26	BP PAYPAL 81XBCP898MJ3VRJ	250.00 ✓		739,161.28
18 Mar 26	DD CARD SAVER LTD	14.94 ✓		739,146.34
19 Mar 26	CR BRAN & DAV L		200.00 ✓	739,346.34
22 Mar 26	CR D Farrar MAYORS CHARITY		210.00 ✓	739,556.34
23 Mar 26	DD DAISY	91.13 ✓		
	CR Stripe Payments UK STRIPE		3.63 ✓	
	BP Whitehaven Beekeep Bridge Beginners	40.00 ✓		739,428.84
25 Mar 26	CR LAMONT PR(WC)LTD 25-26/113		750.00 X	
	BP Adecco UK Ltd 30325511	86.51 ✓		
	BP Amazon Payments UK GB6007KLZBM2ZI	3.08 ✓		
	BP Amazon Payments UK GB6EGF8LAEUI	53.88 ✓		
	BP Amazon Payments UK GB6II6PPAEUD	9.98 ✓		
	BP Amazon Payments UK GB6II6PXAEUD	9.97 ✓		
	BP Amazon Payments UK GB6G3JHBAEUI	16.20 ✓		
	BP Amazon Payments UK GB6000Z5778ODI	1.99 ✓		
	BP Amazon Payments UK GB57Q5MDZAEUI	36.15 ✓		739,961.08
27 Mar 26	BP INNER WHEEL WKTN 25-26/112		150.00 X	
30 Mar 26	CR FDMS 510756125		200.00 X	
	CR Stripe Payments UK STRIPE		25.67 ✓	
	BP Adecco UK Ltd 30338224	692.06 ✓		739,644.69
31 Mar 26	BP Business Stream 3133598 / 10289641	96.40 ✓		739,548.29
01 Apr 26	DD LEX AUTOLEASE	663.75 ✓		
	DD AUTOSERVE LTD	37.91 ✓		
	BALANCE CARRIED FORWARD			738,846.63

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
West Cumbria Credit Union	31/03/2026		11,185.33
			<u>11,185.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,185.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,185.33
		Balance per Cash Book is :-	11,185.33
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2026		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/03/2026		300.22
			<u>300.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			300.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			300.22
		Balance per Cash Book is :-	300.22
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Merchant Account ID: FYZCYJDU5ESH2

PayPal ID:
office@workingtontowncouncil.gov.uk

01/03/2026 - 31/03/2026

Statement for 01 March 2026 to 31 March 2026

Workington Town Council

Workington Town Council Community Centre Princess Street, Workington, CA14 2QG

CA14 2QG Workington

Balance Summary (01/03/2026 - 31/03/2026)

	Available Start	Available End	Withheld Start	Withheld End
GBP	200.82	300.22	0.00	0.00



Merchant Account ID: FYZCYJDU5ESH2

PayPal ID:
office@workingtontowncouncil.gov.uk

01/03/2026 - 31/03/2026

Activity Summary (01/03/2026 - 31/03/2026)

	GBP
Start Available Balance	200.82
Payments received	0.00
Payments sent	-1,245.87
Withdrawals and Debits	-587.66
Deposits and Credits	1,932.93
Fees	0.00
Releases	587.66
Withheld	-587.66
End Available Balance	300.22

EXPLANATIONS OF SIGNIFICANT VARIANCES

BOX 3	Total Other Receipts		
	2024/25	2025/26	Increase / Decrease
	111,573	136,794	25,221
Car Parking	1,000.00	1,000.00	0.00
Dividends	7,375.00	6,613.00	-762.00
Lower than estimated dividends received on investments			
Allotment Rents	14,995.00	14,005.00	-990.00
Review of rates carried out on all sites to ensure all plot holders on a site were paying the same ppm ² rate, resulted in some large increases which were discounted for first year			
F&GP Other Income	18,002.00	1,099.00	-16,903.00
2024/25 included contributions towards one-off play area projects			
2025/26 income: Agreement for access across council land by contractors £1,000			
Cashback on debit card purchases £69			
Refund of ticket fee for twinning association event £30			
Party in the Park	720.00	1,385.00	665.00
Theatre by the Hall	300.00	305.00	5.00
Christmas Festival	2,955.00	3,180.00	225.00
Reach Out	230.00	235.00	5.00
Festival of Running	2,661.00	3,097.00	436.00
Culture Other Income	453.00	816.00	363.00
Environment Grants & Donation	62,510.00	97,488.00	34,978.00
LTA funding for Vulcan Park tennis court refurbishment £76,488			
Cumberland Council funding for Vulcan Park tennis court refurbishment £20,000			
Cumberland Council funding for maintenance of Quayside planters £1,000			
Environment Other Income	373.00	7,572.00	7,199.00
Hire fee for use of Ranch football pitch (includes disputed amount from previous year) £3,000			
Grow Well contribution to landscaping works £1,500			
Supply & siting of private memorial bench on council land £600			
Fees from contractor using council land for storage facility £500			
Tennis court memberships & booking fees £1,744			
Sponsorship for In Bloom flowerbeds £250			

EXPLANATIONS OF SIGNIFICANT VARIANCES

BOX 6	All Other Payments		
	2024/25	2025/26	Increase / Decrease
	516,559.00	772,177.00	255,618.00

Only nominal codes with a >15% variance (+/-) are listed below
Some combined/amended budget lines are also shown for clarity

Staff Associated Costs (100-4030)	0.00	16,243.00	16,243.00
New code to cover agency costs for additional administration staff			
Staff Expenses (100-4100)	0.00	685.00	685.00
New code to cover staff mileage & miscellaneous expenses			
Telecoms & IT (100-4120)	10,595.00	32,239.00	21,644.00
First year licensing fee for council's CRM system (9,995.00) Purchase of councillor tablets for council business (5,375.92) Migration of IT services from unitary authority networks to town council system (5,669.89)			
Marketing (100-4125)	0.00	6,215.00	6,215.00
New code for advertising council events & services			
Printing & Stationery (100-4150)	1,497.00	748.00	-749.00
Reduction in printing costs, stocks of stationery remaining from previous year			
Website & Newsletter (100-4160)	290.00	396.00	106.00
Accrual of full year for domain registrations against partial year in 2024/25 for all council websites (variable start dates for each site)			
Postage (100-4180)	1,619.00	2,003.00	384.00
Increase in stamp prices during 2025/26, increase in the number of civic event related items (invites & schools packages)			
Repairs & Renewals (100-4190)	2,305.00	1,127.00	-1,178.00
Works to Matrix boards (270.00), boiler repairs (138.37) CCTV service (510.00), assesment of Park End Shelter works (208.33) No other repair work carried out in 2025/26 outside of major projects			
Elections (100-4230)	6,633.00	0.00	-6,633.00
No by-elections held in 2025/26, amount to be carried forward for the next all out elections			
Civic Functions (100-4250)	4,007.00	12,477.00	8,470.00
Freedom Parade for Duke of Lancaster Regiment (6,247.94), Remembrance events (2,358), Civic Service (709), Mayor Making (1,860.12), Civic Dinner (951.57)			
Fleet Consumables (100-4264)	1,059.00	1,420.00	361.00
Repairs to existing Estates van (209.44) Accessories for new Estates EV van (158.31)			

Accommodation (100-4270)	8,662.00	19,304.00	10,642.00
Annual lease fee for Town Hall offices (12,06.50) Small increases in utilities (~400.00) and cleaning services (~200.00) due to old office space being brought back into use as a depot for the Estates team			
Advertising (100-4280)	0.00	954.00	954.00
Job adverts for Events Officer vacancy (954.00)			
Personal Protective Equipment (100-4310)	1,920.00	1,400.00	-520.00
No new hires on Estates team, only items purchased were replacement equipment due to damage or wear & tear			
Member Travel (100-4340)	0.00	648.00	648.00
Travel costs for the Mayor to represent the town at overseas Twinning Association events (648.41)			
Member Development (100-4380)	290.00	0.00	-290.00
No new councillors this year and no training requested by existing councillors			
Legal & Professional (100-4430)	7,199.00	8,697.00	1,498.00
Ongoing fees relating to the Ranch football pitches (1,742), boundary wall property dispute & eventual rebuild plans (1,524), allotment ownership guidance (875), HR & health service contract (4,471.76), HM Land Registry searches (84)			
Robes (100-4350)	737.00	0.00	-1,646.00
Trusteeship (100-4450)	5,601.00	4,692.00	
Budget lines combined for 2025/26 Restoration works to historic painting (4680.00)			
Contingency (100-4480)	27,487.00	0.00	83,979.00
Asset Management (100-4485)	0.00	111,466.00	
Replacement budget line for 2025/26 for works to council assets [particularly council buildings] Feasibility studies for council assets (33,316.58) First year costs for new EV van (5,214.48) Town Hall secure storage for assets (11,700) Asbestos removal at Vulcan Park Café (1,695) Demolition of Vulcan Park Café (17,100) Repairs to Brewery House boundary wall (36,000) Additional IT equipment & office furniture (4,493.05)			
Community Development Planning (140-4490)	3,720.00	0.00	-4,060.00
Community Development Planning (100-4490)	0.00	-340.00	
Committee for Community Development Planning dissolved, activities transferred to Finance & General Purposes Committee, no further activity in 2025/26			
Christmas (110-4545)	0.00	85,057.00	-2,782.00
Christmas Lights (110-4540)	63,014.00	0.00	
Christmas Festival (110-4550)	24,825.00	0.00	
Budget lines combined for 2025/26, total within variance but shown here for clarity			
Youth & Community Work (110-4595)	4,066.00	14,162.00	-234.00
Science Workshops (110-4665)	3,737.00	0.00	
Schools Competition (110-4657)	1,593.00	0.00	
Citizens' Advice Bureau (100-4370)	5,000.00	0.00	
Budget lines combined for 2025/26, total within variance but shown here for clarity			

Cultural Celebrations (110-4650)	0.00	35,663.00	
Theatre by the Hall (110-4653)	13,456.00	0.00	
Easter Activities (110-4680)	1,138.00	0.00	19,380.00
D-Day Beacon Lighting (110-4625)	1,389.00	0.00	
Armed Forces Day Support (110-4565)	300.00	0.00	
<p>Two additional events held during the year</p> <ul style="list-style-type: none"> Halloween event & associated activities (10,037.93) 100th Anniversary of the Workington Bus Station opening (4,123.49) <p>Purchase of audio equipment & gazebos (1,256.39)</p> <p>Contribution for Pride events (2,000)</p> <p>Some increases in costs for regular events</p> <ul style="list-style-type: none"> Theatre by the Hall 2025/26 (14,234.85) increase of 778.85 Easter activities 2025/26 (1,837.96) increase of 699.96 			

Funding (110-4590)	3,670.00	14,996.00	
Culture Commission-Sport (110-4510)	1,000.00	0.00	
Summer Camp (110-4605)	3,000.00	0.00	-174.00
Carnegie Municipal Theatre (110-4610)	5,000.00	0.00	
Music Centre (110-4690)	2,500.00	0.00	
Budget lines combined for 2025/26, total within variance but shown here for clarity			

Cultural Marketing (110-4580)	3,607.00	6,000.00	2,393.00
Contract with local marketing firm for all advertising & promotional activities			

Party in the Park (110-4652)	19,832.00	24,396.00	4,564.00
<p>Main areas of expenditure were:</p> <ul style="list-style-type: none"> Entertainment (11,289) - more acts than previous year and inclusion of tennis event on new courts Infrastructure & staffing (10,903) - increased costs for audio equipment & gazebo hire Promotion (2,203) - rise in printing costs and additional posters for extra activities 			

Green Grants (120-4710)	1,300.00	1,608.00	308.00
Two grants awarded - to install wheelchair accessible path to community garden (608), contribution to creation of Westfield community garden (1,000)			

Estate Development (120-4725)	122,131.00	0.00	
Estate Development (120-4870)	0.00	174,034.00	51,903.00
<p>Some development budget split between specific areas so new code created for clarity</p> <p>Two large projects in 2025/26 along with a number of smaller items</p> <ul style="list-style-type: none"> Refurbish Vulcan Park tennis courts (108,569.60) [majority externally funded, see box 3] Refurbish Park End Shelter for community use (46,805.08) Construct & supply planters for Bowling Club (2,010.65) Accessible picnic tables & play equipment for Vulcan Park (3,387.71) Development of community areas at various sites (5,342.04) Vulcan Park football posts & activity markings (3,511.33) Refurbishment of cast iron lampposts (1,800) 			

Parks Maintenance (120-4770)	34,569.00	0.00	37,775.00
Vulcan Park (120-4830)	0.00	19,104.00	
Play areas (120-4840)	0.00	42,603.00	
Estate management (120-4860)	0.00	10,637.00	
<p>Maintenance budget split into specific areas so new codes created, main increase for the year were the one off projects included in budgets for those areas and unexpected costs Vulcan Park - tree survey & works (2,545.26), water leak at bowling club (1,442.63), Tennis Tuition Sessions (1,250), additional electricity charges for park buildings (969.29) Play Areas - resurfacing of Cusack Crescent play area (24,119), resurfacing Harrington play area (4,248), install accessible play equipment across all managed sites (9,889.74) Estates - Bowling Club maintenance (2,950), tree survey & works (1,500)</p>			
Streetscene (120-4810)	14,553.00	10,867.00	-4,303.00
Mayoral Benches (100-4330)	617.00	0.00	
<p>Budget lines combined for 2025/26, main items of expenditure are: Installation of solar powered defibrillator (4,282.06), mayoral bench (605.32), miners' memorial (1,898.50), memorial bench for member of the public (546) [funded by donation], relocation & maintenance of existing defibrillators (1,154.08)</p>			
Allotments Maintenance (120-4820)	12,782.00	0.00	4,981.00
Allotments (120-4850)	0.00	17,763.00	
<p>Development budget for allotments split from previous Estate Development budget so new code created for clarity, main project costs being: IBCs for sites (2,695), conversion of unculivable plots to community areas (3,883.40), gates to prevent unauthorised vehicle access to sites (721.43)</p>			
Street Displays (120-4700)	18,350.00	21,873.00	3,523.00
<p>First year of new floral display contract as per tender (21,706.00)</p>			
Environmental activities (120-4705)	0.00	1,661.00	1,661.00
<p>New budget line for In Bloom awards & community activities Main expenditure: contribution to Festival of Nature (1,000), In Bloom entry & judging costs (573.48)</p>			

EXPLANATIONS OF SIGNIFICANT VARIANCES

BOX 8		TOTAL CASH AND SHORT TERM INVESTMENTS			
	Total	Current Account	West Cumbria Credit Union	Petty Cash	PayPal Debit Card
Opening Balance	£592,682.88	£581,855.11	£10,599.74	£0.00	£228.03
Receipts	£1,324,693.82	£1,306,747.32	£585.59	£0.00	£17,360.91
Payments	£1,166,342.86	£1,149,054.14	£0.00	£0.00	£17,288.72
Closing Balance as at 31 March 2026	£751,033.84	£739,548.29	£11,185.33	£0.00	£300.22
Outstanding Payments	£0.00	£0.00	£0.00	£0.00	£0.00
Cashbook Balance as at 31 March 2026	£751,033.84	£739,548.29	£11,185.33	£0.00	£300.22

NOTE: Petty Cash cashbook is still active due to an ongoing issue with the software supplier, a bug is not allowing us to delete cashbooks that have historical statements reconciled against them, we've been informed this will be dealt with in a future update, until then we have to have the cashbook active with a zero balance

WORKINGTON TOWN COUNCIL

SCHEDULE OF ASSETS

FIXED ASSETS	1,003,630.28
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LONG TERM INVESTMENTS	151,750.00
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	<u>1,155,380.28</u>
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WORKINGTON TOWN COUNCIL ASSET REGISTER

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Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST001	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST002	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST003	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST004	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST005	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST006	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00		964.00	0.00	Robes returned to WTC and there was only 5 robes (inc Clerk robe)	Y
AST007	Aldermanic robes		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00		964.00	0.00	Robes returned to WTC and there was only 5 robes (inc Clerk robe)	Y
AST008	Clerk Robe and Trousers		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	964.00			964.00		Y
AST009	Workington Town Council Mace		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	94,500.00			94,500.00	Historic importance	Y
AST010	Allerdale Borough Council Deputy Mayor's cartouche		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	4,550.00			4,550.00	Historic importance	Y
AST011	Allerdale Borough Council Deputy Mayor's Consort cartouche		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	4,500.00			4,500.00	Historic importance	Y
AST012	Allotments	LR Title CU259421	Soapery	Environment	Land & Property	2011	1.00			1.00		N
AST013	Allotments	LR Title CU132607	Newlands Lane Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST014	Allotments	LR Title CU133557	Park Lane Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST015	Allotments	LR Title CU134365	Annie Pit & Feenans Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST016	Allotments	LR Title CU134472	Rosehill Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST017	Allotments	LR Title CU145260	Cranbourne Street Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST018	Allotments	LR Title CU145263	Wesley Street Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST019	Allotments	LR Title CU290211	Siddick Allotments	Environment	Land & Property	2015	1.00			1.00		N
AST020	Beacon (Duffield)		Vulcan Park	Finance & General Purposes	Monuments	14-Jun-05	Unknown			0.00	Historic importance	N
AST021	Bench		Harrington	Environment	Seating	2019	785.00			785.00		N

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AST022	Bus Shelter		Moss Bay Road	Environment	Bus Shelter	2021	5,535.00			5,535.00		N
AST023	Cenotaph		Vulcan Park	Finance & General Purposes	Monuments	1928	Unknown			0.00	Historic importance	N
AST024	Ceremonial Key		Helena Thompson Museum	Finance & General Purposes	Civic	1982	1,363.00			1,363.00	Historic importance	Y
AST025	Chains - Deputy Mayor		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	29,974.00			29,974.00	Historic importance	Y
AST026	Chains - Mayor		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	63,900.00			63,900.00	Historic importance	Y
AST027	Chains - Mayor's consort		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	27,500.00			27,500.00	Historic importance	Y
AST028	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29		714.29	0.00	Irreparable condition	Y
AST029	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29		714.29	0.00	Irreparable condition	Y
AST030	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST031	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST032	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST033	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST034	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST035	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST036	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST037	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST038	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST039	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y

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AST040	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST041	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST042	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST043	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST044	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST045	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST046	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST047	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST048	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST049	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST050	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST051	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST052	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST053	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST054	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	2024	560.00			560.00		Y
AST055	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST056	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y

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AST057	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST058	Civic Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST059	Clerk Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29		714.29	0.00	Irreparable condition	Y
AST060	Clerk Robe		Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	714.29			714.29		Y
AST061	Close Circuit Television Cameras (CCTV)		Vulcan Park	Environment	Land & Property	01/04/2023 5/4/23	15,341.00	1,418.00		16,759.00		N
AST062	Community Garden	LR Title CU131422	Wastwater Avenue	Environment	Land & Property	2015	1.00			1.00		N
AST063	Community Garden	LR Title CU213339	Salterbeck Community Garden	Environment	Land & Property	2015	1.00		1.00	0.00	WTC not registerd landowner	N
AST064	Defibrillator		Briery, Stainburn	Environment	Equipment	2022	1,240.00			1,240.00		N
AST065	Defibrillator		Galloping Horse	Environment	Equipment	2022	1,390.00			1,390.00		N
AST066	Defibrillator		Harrington Fishing & Sailing Club	Environment	Equipment	2022	1,390.00			1,390.00		N
AST067	Defibrillator		Northside	Environment	Equipment	2024	1,370.00			1,370.00		N
AST068	Defibrillator		Princess Street Community Centre	Environment	Equipment	2022	1,240.00			1,240.00		N
AST069	Defibrillator		St Mary's Church, Westfield	Environment	Equipment	2024	1,500.00			1,500.00		N
AST070	Display photographs of all mayors of Workington		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST071	Edging Machine (Bush Ranger Edger E35)		Vulcan Park	Environment	Estates Equipment	24-Apr-19	1,249.00		1,249.00	0.00		N
AST072	Finger posts Town Centre		Coastline	Environment	Signage	2014	Unknown			0.00		N
AST073	Finger posts Town Centre		Outside 02	Environment	Signage	2014	1.00			1.00		N
AST074	Finger posts Town Centre		Outside HSBC	Environment	Signage	2014	Unknown			0.00		N
AST075	Finger posts Town Centre		Outside Natwest	Environment	Signage	2014	Unknown			0.00		N
AST076	Finger posts Town Centre		Pow St/Murray Road	Environment	Signage	2014	Unknown			0.00		N
AST077	Football Posts		Harrington Marina Play Area	Environment	Play Areas	2021	932.00			932.00		N
AST078	Football Posts		Vulcan Park	Environment	Play Areas	2021	932.00			932.00		N
AST079	Football Posts		Bankfield	Environment	Play Areas	TBC	Unknown			0.00		N
AST080	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N
AST081	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N
AST082	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N
AST083	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N
AST084	Footway lights		Frostoms Road	Environment	Lighting	2017	2,900.00			2,900.00		N
AST085	Furniture of Mayoral Reception room		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST086	Green Hub		Vulcan Park	Finance & General Purposes	Land & Property	2018	1.00			1.00		N

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AST087	Harrington Marina	LR Title CU310295	Harrington Marina Play Area	Environment	Land & Property	01-Jul-18	1.00			1.00		N
AST088	Henchman platform		Vulcan Park	Environment	Estates Equipment	2017	958.00			958.00		N
AST089	Land - Vulcan Park	LR Title CU336186	Vulcan Park	Environment	Land & Property	27-Jul-18	1.00			1.00		N
AST090	Land at Brewery House	LR Title CU131251	Brewery House	Environment	Land & Property	26-Jul-22	1.00			1.00		N
AST091	Land at Newlands Lane	LR Title CU282073 / CU310290	Newlands Lane	Environment	Land & Property		1.00			1.00		N
AST092	Land at Oxford Street (Lamont Pridmore)	LR Title CU104558	Oxford Street	Finance & General Purposes	Land & Property	1993	16,000.00			16,000.00		N
AST093	Land at Siddick	LR Title CU286010	Siddick	Environment	Land & Property					0.00		N
AST094	Land on the West Side of Moss Bay Road	LR Title CU304476	The Ranch	Environment	Land & Property	31-Mar-23	150,000.00			150,000.00		N
AST095	Lawn Mower (Toro Turfmaster)		Vulcan Park	Environment	Estates Equipment	21-Jul-23	1,680.00			1,680.00		N
AST096	Masport Box Mower		Princess Street	Environment	Equipment	29-Jun-20	1,090.00			1,090.00		
AST097	Leaf Blower / Vacumn (Little Wonder ProVac)		Vulcan Park	Environment	Estates Equipment	24-Apr-19	2,549.00		2,549.00	0.00		N
AST098	Lodge Garage		Vulcan Park	Finance & General Purposes	Land & Property	2018				0.00		N
AST099	Memorial plaque - James Smith VC		Workington Train Station	Finance & General Purposes	Monuments	2014	1.00			1.00	Historic importance	N
AST100	Mini Tennis Net		Vulcan Park	Environment	Play Areas	30-Mar-23	1,609.00			1,609.00		N
AST101	Minute books & records of Improvement Trust & Board of the Local Government District of Workington (1840 - 1888)		Cumberland Council	Finance & General Purposes	Civic		1.00			1.00	Historic importance	Y
AST102	Minute books & records of the Charter Trustees (1974-1982)		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST103	Minute books & records of the Corporation (1884-1974)		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST104	Minute books & records of Vestry of the Parish of Workington (1819-1894)		Cumberland Council	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST105	Monument (Dr Peet)		Portland Square	Finance & General Purposes	Monuments	2014	1.00			1.00	Historic importance	N
AST106	Noticeboard - Digital image colour screen		Ivision Lane	Culture & Community	Displays	2019	5,371.00			5,371.00		N
AST107	Noticeboard - Digital text		Central Way	Culture & Community	Displays	2017	2,745.00			2,745.00		N
AST108	Noticeboard - Digital text		Washington Street	Culture & Community	Displays	2017	2,310.00			2,310.00		N

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Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST109	Oil painting and frame	1st Lady Mayor of Workington (Cllr E G Cain)	Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST110	Oil painting and frame	1st Mayor of Workington (Henry Curwen)	Town Hall, Oxford Street	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST111	Oil painting and frame	Alderman James Duffield	Princess Street Community Centre	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST112	Oil painting and frame	Alderman William Leitch	Princess Street Community Centre	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST113	Oil painting and frame	Alderman P Walls	Princess Street Community Centre	Finance & General Purposes	Civic	1982	1.00			1.00	Historic importance	Y
AST114	Old Park Café		Vulcan Park	Finance & General Purposes	Land & Property	2018	2,780.00			2,780.00		N
AST115	Mayoral Thorne Chair		Princess Street Community Centre	Finance & General Purposes	Civic	1982	2,780.00			2,780.00	Historic importance	Y
AST116	Panna Court		Garnet Crescent	Environment	Play Areas	2015	1,176.00			1,176.00		N
AST117	Panna Court		Moorbanks active zone	Environment	Play Areas	2015	1,176.00	330.00		1,506.00		N
AST118	Panna Court		Vulcan Park	Environment	Play Areas	2015	1,176.00			1,176.00		N
AST119	Picnic Bench		Quayside	Environment	Seating	15-Jun-22	719.00			719.00		N
AST120	Picnic Bench		Quayside	Environment	Seating	15-Jun-22	719.00			719.00		N
AST121	Picnic table		Walker Road Play Area	Environment	Seating	2015	779.00			779.00		N
AST122	Picnic Table (Forest Saver Mobility)		Northside	Environment	Seating	10-Jul-23	768.00			768.00		N
AST123	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST124	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST125	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST126	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST127	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST128	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST129	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST130	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST131	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST132	Planters (Welcome back fund)		Town Centre	Environment	Planters	01-Apr-23	850.10			850.10		N
AST133	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N

WORKINGTON TOWN COUNCIL ASSET REGISTER

The Council's asset register lists all items owned by the Council over the value of £700 or that hold historic importance to the town or Council.

Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST134	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST135	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST136	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST137	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST138	Plastic Bench		TBC	Environment	Seating	2019	619.17			619.17		N
AST139	Play area equipment		Brewery House Play Area	Environment	Play Areas	2014	1.00	330.00		331.00		N
AST140	Play area equipment		Garnet Crescent	Environment	Play Areas	2019	14,400.00	330.00		14,730.00		N
AST141	Play area equipment		Harrington Marina Play Area	Environment	Play Areas	01/07/2018 27/10/2023 30 Nov 2023	1.00	15,990.40		15,991.40		N
AST142	Play area equipment		Moorclose Park	Environment	Play Areas	2016 & 2024	24,000.00	21,007.27		45,007.27		N
AST143	Play area equipment		Newlands Lane Play Area	Environment	Play Areas	2014	1.00	330.00		331.00		N
AST144	Play area equipment		Siddick Play Area	Environment	Play Areas	2015	1.00	330.00		331.00		N
AST145	Play area equipment		Vulcan Park	Environment	Play Areas	30-Mar-23	102,529.00	1,117.50		103,646.50		N
AST146	Play area equipment		Walker Road	Environment	Play Areas	2015	20,000.00			20,000.00		N
AST147	Play area equipment		Wordsworth View	Environment	Play Areas	2016	23,372.00	660.00		24,032.00		N
AST148	Play area equipment		Springfield Park	Environment	Play areas	01-Aug-24	46,076.24	330.00		46,406.24		N
AST149	Play area equipment - youth zone		Moss Bay Road	Environment	Play Areas	2022	28,027.35			28,027.35		N
AST150	Princess Street Land & Building	LR Title CU210334	Princess Street Community Centre	Finance & General Purposes	Land & Property	2021	50,000.00			50,000.00		N
AST151	Records of the Manor of Workington		Town Hall, Oxford Street	Finance & General Purposes	Civic	Unknown	1.00			1.00	Historic importance	Y
AST152	Recycling Bin		Vulcan Park	Environment	Play Areas	30-Sep-22	718.00			718.00		N
AST153	Recycling Bin		Vulcan Park	Environment	Play Areas	30-Sep-22	718.00			718.00		N
AST154	Ride-On Mower (Kubota F391)		Vulcan Park	Environment	Estates Equipment	15-Aug-23	26,750.00			26,750.00		N
AST155	Road sign (metal)		Harrington	Environment	Signage	2020	2,511.60			2,511.60		N
AST156	Road sign (metal)		Schoose Farm	Environment	Signage	2020	2,511.60			2,511.60		N
AST157	Road sign (metal)		Seaton	Environment	Signage	2020	2,511.60			2,511.60		N
AST158	Road sign (metal)		Siddick	Environment	Signage	2020	2,511.60			2,511.60		N
AST159	Road sign (metal)		Stainburn	Environment	Signage	2020	2,511.60			2,511.60		N
AST160	Royal Charter of the Borough		Cumberland Council	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST161	Seal Machine Borough of Workington		Princess Street Community Centre	Finance & General Purposes	Civic	2022	1.00			1.00	Historic importance	Y
AST162	Slide		Garnet Crescent	Environment	Play Areas	2019	14,400.00			14,400.00		N
AST163	Statue Solider		Vulcan Park	Environment	Monuments	2021	10,000.00			10,000.00		N
AST164	Statue (Coelacanth)		Navvies Bridge	Finance & General Purposes	Monuments	2012	4,000.00			4,000.00		N
AST165	Statue of Mandelion		Vulcan's Lane	Finance & General Purposes	Monuments	2012	9,558.00			9,558.00		N
AST166	Storage Container		Vulcan Park	Environment	Land & Property	2021	7,000.00			7,000.00		N
AST167	Tables (beech foldable)		Princess Street Community Centre	Finance & General Purposes	Equipment	2021	954.00			954.00		N

WORKINGTON TOWN COUNCIL ASSET REGISTER

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Asset Reference	Description	Identification / Serial Number	Location	Responsible Committee	Group	Date Purchased	Purchase Value	Additions / Refurbishments	Disposals	Current Value	Notes	Held in trust
AST168	Tannoy and Lighting system		Vulcan Park	Finance & General Purposes	Lighting	2013	7,800.00			7,800.00		N
AST169	Trailer (Apache 8x5 with cage and rear ramp)		Vulcan Park	Environment	Estates Equipment	12-Oct-23	1,533.00			1,533.00		N
AST170	Trim Trail		Siddick	Environment	Play Areas	05-Aug-22	2,113.00			2,113.00		N
AST171	Trim Trail		Vulcan Park	Environment	Play Areas	15-Nov-22	11,370.00	665.00		12,035.00		N
AST172	Workington Bowl		Helena Thompson Museum	Finance & General Purposes	Civic	2007	3,548.00			3,548.00	Historic importance	Y
AST173	Heartsine Samaritan Defibrillator & Cabinet		Northside Community Centre	Environment	Equipment	31/08/2024	1,370.00			1,370.00		N
AST174	Heartsine Samaritan Defibrillator & Cabinet		St Marys Church, Westfield	Environment	Equipment	09/10/2024	1,500.00			1,500.00		N
AST175	Play area equipment		Cusack Crescent	Environment	Play Areas	28/11/2024	1.00	1,091.00		1,092.00		N
AST176	Heartsine 360P Defibrillator & Solar/Wind Cabinet		Barepot	Environment	Equipment	13/02/2025	4,000.00			4,000.00		N
AST177	Husqvarna LB553IV Mower	20240200041	Princess Street Community Centre	Environment	Estates Equipment	14/03/2025	990.00			990.00		N
AST178	Wheelchair Accessible Picnic Table		Vulcan Park	Environment	Seating	30/06/2025	730.00			730.00		N
AST179	Wheelchair Accessible Picnic Table		Vulcan Park	Environment	Seating	30/06/2025	730.00			730.00		N
AST180	Inclusive Swing		Harrington Marina Play Area	Environment	Play Areas	30/06/2025	1,232.40			1,232.40		N
AST181	Defibrillator for Siddick		Siddick	Environment	Equipment	12/11/2025	4,200.00			4,200.00		N
AST182	Conference Room Camera/Mic		Town Hall, Oxford Street	Finance & General Purposes	Equipment	12/11/2025	1,051.97			1,051.97		N
AST183	Inclusive Swing		Cusack Crescent	Environment	Play Areas	31/12/2025	1,390.40			1,390.40		N
AST184	Inclusive Swing		Moorclose Park	Environment	Play Areas	31/12/2025	1,399.20			1,399.20		N
AST185	Hedgehog Springy		Newlands Lane Play Area	Environment	Play Areas	28/01/2026	731.00			731.00		N
AST186	Vulcan Park Goal Posts		Vulcan Park	Environment	Play Areas	28/02/2026	1,525.83			1,525.83		N
AST187	Heavy Duty Premium Swing Gate		Siddick	Environment	Equipment	30/03/2026	721.43			721.43		N
										0.00		N
							967,570.98	43,929.17	7,869.87	1,003,630.28		

Long Term Assets

Ref	Description	Identification	Date Acquired	Value	Insurance value for leased item	Custodian	Disposal/discharge		Insured by WTC		Date added	Notes
1	LAMIT investment 50,297 units	Ref No. 85193 Account 612105801	2015	£151,750	n/a	Clerk			N	Purchase value	31-Aug-15	

Total value of long term assets	£151,750
--	-----------------

23/04/2026

Workington Town Council Current Year

10:30

Balance Sheet as at 31/03/2026

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
Current Assets			
21,435	Debtors	3,193	
2,003	Other Debtors	1,600	
24,207	VAT Control A/c	21,995	
27,412	Prepayments	2,108	
581,855	Current Bank A/c	739,548	
10,600	West Cumbria Credit Union	11,185	
228	PayPal	300	
<u>667,740</u>		<u>779,930</u>	
667,740	Total Assets	779,930	
Current Liabilities			
94,512	Creditors	68,324	
47,210	Accruals	150,363	
21,693	Receipts in Advance	4,035	
<u>163,415</u>		<u>222,721</u>	
504,325	Total Assets Less Current Liabilities	557,209	
Represented By			
504,325	General Reserves	557,209	
0	Earmarked Reserves	0	
<u>504,325</u>		<u>557,209</u>	

The above statement represents fairly the financial position of the Authority as at 31/03/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Workington Town Council Current Year

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2026

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	<u>504,325.22</u>	<u>557,208.82</u>
100	Debtors	21,435.27	3,192.73
101	Other Debtors	2,002.95	1,600.00
105	VAT Control A/c	24,206.71	21,995.33
110	Prepayments	27,412.20	2,107.89
	Less Total Debtors	<u>75,057.13</u>	<u>28,895.95</u>
500	Creditors	94,512.01	68,323.81
510	Accruals	47,209.62	150,362.58
560	Receipts in Advance	21,693.16	4,034.58
	Plus Total Creditors	<u>163,414.79</u>	<u>222,720.97</u>
	Equals Total Cash and Bank Accounts	<u>592,682.88</u>	<u>751,033.84</u>
200	Current Bank A/c	581,855.11	739,548.29
220	West Cumbria Credit Union	10,599.74	11,185.33
240	PayPal	228.03	300.22
	Total Cash and Bank Accounts	<u>592,682.88</u>	<u>751,033.84</u>

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Current Bank A/c	739,548.29	
31/03/2026	West Cumbria Credit Union	11,185.33	
31/03/2026	Petty Cash	0.00	
31/03/2026	PayPal	300.22	
			751,033.84

Receipts not on Bank Statement

0.00

Closing Balance

751,033.84

All Cash & Bank Accounts

1	Current Bank A/c	739,548.29
3	West Cumbria Credit Union	11,185.33
4	Petty Cash	0.00
5	PayPal	300.22
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>751,033.84</u>

Workington Town Council

Town Hall, Oxford Street, Workington, Cumbria, CA14 2RS

Telephone: 01900 702986

Email: office@workingtontowncouncil.gov.uk

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Workington Town Council

Some Notes on Council Powers for Expenditure including s137 Payments 2025-26

Generally, the council exercises a range of powers in making grants to the community. Exceptionally, when exercising Section 137 of the Local Government Act 1972, it must record these separately in the accounts. S137 enables Parish Councils to spend up to the product of £11.10 per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council in the year of the account, 1st April 2025 - 31st March 2026 was £11.10 x 19,152 (as of 1st April 2025) = £212,587.20

The payments were: -


1.	North West Ambulance Service - Outdoor Cabinet for Defibrillator at Town Hall	420.00
2.	MKM - Cement & Gravel Mix for Installing Barepot Defibrillator	67.08
3.	Workington Royal British Legion - Services for Armed Forces Day 2025	300.00
4.	Lakes Electrics - Installation of Defibrillator at Town Hall	247.00
5.	Imperative Training - Charge Pack for Defibrillator	145.00
6.	Imperative Training - Defibrillator Pad Pack	85.00
7.	Workington Royal British Legion - Refreshments for Remembrance Day Event	650.00
8.	Workington Royal British Legion - 2 x Remembrance Wreaths	56.00
9.	Cumbria Cake Shop - Remembrance Day Event Food	280.00
10.	Thomas Kay Photography - Remembrance Day Photos	175.00
11.	Imperative Training Limited - 2 x Defibrillator battery packs	190.00
12.	Travis Perkins - Sand & Gravel for Siddick Defibrillator Installation	149.16
13.	Turtle Engineering Limited - Defibrillator for Siddick	4200.00
14.	R&J Industrial Supplies - Threaded Bar & Nuts for Siddick Defibrillator Installation	7.48
TOTAL		6,971.72

WORKINGTON TOWN COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement: Thursday 24th June 2026 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) PAUL YOUNG, FINANCE OFFICER WORKINGTON TOWN COUNCIL, TOWN HALL, OXFORD STREET, WORKINGTON, CA14 2RS 01900 702986 office@workingtontowncouncil.gov.uk</p> <p>commencing on (c) Friday 25th June 2026</p> <p>and ending on (d) Thursday 6th August 2025</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ</p>  <p>MOORE</p> <p>5. This announcement is made by (e) EMMA CHAPMAN CHIEF OFFICER/RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

Workington Town Council

Intermediate Review Request

1) Provide:

- a. *Details of the arrangements for monitoring actual performance against the budget for the period 1 April 2025 to 31 March 2026; and*
- b. *Evidence of such monitoring.*

Bespoke budget monitoring reports are submitted to each committee, along with an overall summary to Full Council, as a standing agenda item for all meetings.

The reports show the following for each budget line/nominal code:

- Agreed budget, along with any adjustments or virements throughout the year.
- Actual invoiced year-to-date expenditure.
- Committed expenditure for the remainder of the year, including a detailed breakdown.
- The available balance highlighted using a traffic lights system of colours to more clearly indicate remaining budget to councillors.

Supporting documents provided are:

- Agenda for Environment Committee, budget monitoring shown as item 9.
- Budget monitoring report as presented at item 9.
- Minutes for the meeting showing the budget monitoring at minute E25.41a.

2) Provide:

- a. *A copy of the terms and scope of engagement of the internal auditor. If none, provide details as to why such items are not in place; and*
- b. *Dates of any reports provided by them (other than completion of the AGAR). If none, provide details as to why such items are not in place.*

The appointed internal auditor follows an internal audit checklist for both interim and year end audits. Upon completion of the audit, they submit a written report on the outcomes to council.

The internal auditor conducts an interim audit every year in October to review the council's first 6 months. For 2025/26 this was conducted on 23rd October 2025.

The year-end audit is conducted by the internal auditor in April or May of each year. For 2025/26 this was conducted on 5th May 2026.

Supporting documents provided are:

- Copy of the Internal Audit Checklist.
- Internal auditor interim report covering 1st April to 30th September 2025.
- Internal auditor year-end report covering 1st April 2025 to 31st March 2026.

3) Provide:

- a. A confirmation that all internal and external reports received during the year (1 April 2025 to 31 March 2026) have been placed before and considered by the Council; and***
- b. An extract of the minute(s) in the year in relation to this.***

I can confirm that all internal reports generated by officers and external reports submitted to the council from other organisations have been put before the relevant committee or full council for review.

Supporting documents provided are:

- Environment Committee
Minutes for 12th February 2026 showing review of internal reports at minute numbers E25.75 and E25.80, along with external reports from Cumberland Council and Workington Nature Partnership report at minute numbers E25.72 and E25.79.
- Culture & Social Investment Committee
Minutes from 23rd September 2025 showing review of internal reports at minute numbers C25.40, C25.42, C25.43 and C25.44.
- Finance & General Purposes Committee
Minutes from 2nd March 2026 showing review of internal reports at minute numbers FG25.90b and FG25.92, along with an external report from the Workington and District Twinning Association at minute number FG25.94.
- Full Council
Minutes from 30th July 2025 showing review of internal reports at minute numbers FC25.25 and FC25.26, along with external reports from Cumbria Police, Coastal Communities and the Town Deal Board at minute numbers FC25.19 and FC25.24.

Workington Town Council

Town Hall, Oxford Street, Workington, CA14 2RS
Telephone: 01900 702986
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Date of issue: Thursday 18th September 2025

To Members of the Environment Committee:

Cllr Michael Heaslip (Chair)	Cllr Bernadette Jones (Vice Chair)
Cllr Mary Bainbridge	Cllr John Mills
Cllr Beth Dixon	Cllr Billy Miskelly
Cllr Susan Martin	Cllr Patricia Poole
Cllr Sean Melton	Cllr Mike Rollo

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

You are summoned to a meeting of Workington Town Council's Environment Committee on **Thursday 25th September 2025 at 6.30pm.**

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

A handwritten signature in blue ink, appearing to read 'Emma Chapman'.

Emma Chapman
Chief Officer/RFO

AGENDA

- 1. Absences:** To note any absences.
- 2. Declarations of Interest:** To receive any declarations of interest relating to matters which appear on this agenda.
- 3. Exclusion of Press and Public:** To consider whether there are any agenda items during consideration of which the press and public should be excluded.
- 4. Public Representation:** To consider whether there are any agenda items in which public representation will be permitted.
- 5. Minutes of the previous meeting:** To consider the minutes from the 10th July 2025 meeting and affirm them a true record.

6. Public Questions: To consider any questions from electors, of which notice has been given in accordance with standing orders.

7. Questions and Statements from Members: To consider questions and statements by members of which notice has been given in accordance with standing orders.

8. Motions on Notice: To consider any motions from members of which notice has been given in accordance with standing orders.

9. Budget:

a) To note the budget monitoring report YTD 2025-2026.

b) To discuss ideas and process for budget 2026-2027 and consider any ear marked reserves to propose to F & GP.

10. Street Displays: To consider the report and make any decisions required.

11. Environmental Activities: To consider the report and recommendation from Officers.

12. Streetscene: To note the reports on the below and make any decisions required:

- a. Mining Memorial
- b. Defibrillator at Siddick
- c. Workington Quayside
- d. Neighbourhood Policing Pledge Meetings

13. Play Areas: To consider the report and make any decisions required.

14. Allotments: To consider the report and make any decisions required.

15. Estate Development: To note the report on the following and make any decisions required.

- a. Green Hub
- b. Tennis Courts usage
- c. Tree planting projects
- d. The Ranch
- e. St John's Churchyard

16. Environmental Consultations: Committee to consider the report on the following and make any decisions required.

- a. To discuss a consultation for Harrington bathing status
- b. To consider a request from Cumberland Council for 'call for sites'

17. Workington Nature Partnership: To note the latest reports from WNP for information.

Workington Town Council Budget Monitoring Report
Environment

As At
15-Sep

		Current Year 2025/26							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 15-Sep-25	Committed Expenditure	Balance at 15-Sep-25
120	Environment								
4700	Street Displays	26,000	0	0	0	26,000	17,795	7,690	515
4705	Environmental Activities	3,000	0	0	0	3,000	581	0	2,419
4710	Green Grants	3,000	0	0	0	3,000	1,608	0	1,392
4810	Streetscene	10,000	0	0	0	10,000	2,127	254	7,619
4830	Vulcan Park	19,000	0	0	0	19,000	4,339	7,539	7,122
4840	Play Areas	45,000	0	0	0	45,000	1,264	29,589	14,147
4850	Allotments	24,700	0	0	0	24,700	5,511	12,343	6,846
4860	Estate Management	10,000	0	0	0	10,000	3,932	3,915	2,153
4870	Estate Development	201,000	0	0	0	201,000	116,555	8,419	76,026
4730	Nature Partnership	25,500	0	0	0	25,500	54	23,500	1,946
		367,200	0	0	0	367,200	153,766	93,248	120,186

Committed Expenditure Listing for 2025/26

Order Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
2303	1	26-Nov	Tivoli Group Limited	Soapery - Remove and dispose of footbridge	4850	120	766.80		766.80
2317	1	21-Jan	S J McGuckin Ltd	Cable for VP Lights	4830	120	1,140.00	450.00	690.00
2348	1	16-Apr	MKM BS Workington	Allotment Fencing	4850	120	47.20		47.20
2351	1	22-Apr	MKM BS Workington	Materials for VP Picnic Benches	4870	120	500.00	216.40	283.60
2383	1	01-Apr	Npower Ltd	Street Lighting at Frostoms 25/26	4810	120	254.48		254.48
2385	1	01-Apr	Business Stream	Water - Vulcan Park 25/26	4830	120	322.32	100.30	222.02
2386	1	01-Apr	Cumberland Council	Pest Control - VP Bowling Bower	4830	120	270.00	137.70	132.30
2387	1	01-Apr	Cumberland Council	Vulcan Park Trade Waste Collection 25/26	4830	120	2,704.00		2,704.00
2388	1	01-Apr	Npower Ltd	Vulcan Park Café & Lights 25/26	4830	120	1,920.67	592.05	1,328.62
2389	1	01-Apr	Card Saver Limited	Allotment Virtual Terminal Fees 25/26	4850	120	142.40	43.80	98.60
2390	1	01-Apr	Clover (First Data Europe Limited)	Allotment Virtual Terminal Fees 25/26	4850	120	599.88	191.50	408.38
2391	1	01-Apr	Cumberland Council	Pest Control - Annie Pit 25/26	4850	120	1,522.52	776.48	746.04
2392	1	01-Apr	Cumberland Council	Pest Control - Cranbourne Street 25/26	4850	120	804.32	410.18	394.14
2393	1	01-Apr	Cumberland Council	Pest Control - Salterbeck 25/26	4850	120	479.84	244.72	235.12
2394	1	01-Apr	Cumberland Council	Pest Control - Siddick 25/26	4850	120	541.80	276.82	264.98
2395	1	01-Apr	Cumberland Council	Pest Control - Soapery 25/26	4850	120	844.20	430.54	413.66
2396	1	01-Apr	Cumberland Council	Pest Control - Stoneleigh 25/26	4850	120	729.76	372.16	357.60
2397	1	01-Apr	Water Plus	Water - Annie Pit Allotments 25/26	4850	120	1,462.46	886.10	576.36
2400	1	01-Apr	Water Plus	Water - Siddick Allotments 25/26	4850	120	271.26	158.63	112.63
2401	1	01-Apr	Water Plus	Water - Stoneleigh Allotments 25/26	4850	120	181.08	79.49	101.59
2402	1	01-Apr	Cumberland Council	Play Area Inspections 25/26	4860	120	1,418.33		1,418.33
2403	1	01-Apr	FuelGenie Business Account	Fuel for Estates Team Machinery 25/26	4860	120	1,345.00	892.81	452.19
2405	1	09-Apr	Vulcan Park Bowling Club	Materials for Planters	4860	120	1,000.00	605.57	394.43
2427	5	21-Aug	NBB Recycled Furniture	Picnic Benches	4870	120	2,322.00	729.00	1,593.00
n/a	1	01-Apr	Arborscape	Floral Displays 2025	4700	120	25,318.00	17,628.20	7,689.80
n/a	1	01-Apr	Cumberland Council	Workington Nature Partnership Officer Salary Contrib	4730	120	23,500.00		23,500.00
n/a	1	01-Apr	Npower Ltd	Vulcan Park Queen's Hut 23/24	4830	120	675.00		675.00
n/a	1	01-Apr	Npower Ltd	Vulcan Park Queen's Hut 24/25	4830	120	812.22		812.22
n/a	1	01-Apr	Npower Ltd	Vulcan Park Queen's Hut 25/26	4830	120	974.66		974.66
n/a	2	22-May	Project	Acivity Markings in Vulcan Park	4870	120	2,000.00		2,000.00
n/a	2	22-May	Project	IBCs for Siddick & Stoneleigh	4850	120	4,700.00		4,700.00
n/a	4	10-Jul	Project	Vulcan Park Tree Survey	4860	120	1,650.00		1,650.00
n/a	4	30-Jul	Project	Replace "end of life" Play Area Equipment	4840	120	29,589.00		29,589.00
n/a	5	01-Aug	Project	Works to Stoneleigh Allotments	4850	120	4,000.00	1,822.30	2,177.70
n/a	5	01-Aug	Project	Works to Siddick Allotments	4870	120	3,000.00	729.00	2,271.00
n/a	5	01-Aug	Project	Works to The Ranch Playing Fields	4870	120	3,000.00	729.00	2,271.00
n/a	6	12-Sep	Tivoli Group Limited	Removal of Green Waste from Soapery	4850	120	942.00		942.00

Workington Town Council

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Website: www.workingtontowncouncil.gov.uk



Minutes of the Environment Committee Meeting of Workington Town Council, held on Thursday 25th September 2025 at 6.30pm in the Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.

Cllr Michael Heaslip (Chair)	Present	Cllr Bernadette Jones (Vice Chair)	Present
Cllr Mary Bainbridge	Present	Cllr John Mills	Present
Cllr Beth Dixon	Absent*	Cllr Billy Miskelly	Absent*
Cllr Sue Martin	Present	Cllr Patricia Poole	Present
Cllr Sean Melton	Absent*	Cllr Mike Rollo	Present

Also in attendance: WTC Finance Officer/DPO, Cllr Hilary Harrington.

E25.33 Absences

Absences notified prior to the meeting were noted from Cllr Beth Dixon, Cllr Billy Miskelly and Cllr Sean Melton.

E25.34 Declarations of Interest

Cllr Bainbridge declared an interest in allotments, as her husband is an allotment holder.

E25.35 Exclusion of Press and Public

None.

E25.36 Public Participation

None.

E25.37 Minutes of the previous meeting

Resolved: Committee approved the minutes from 10th July 2025 and affirmed them a true record.

E25.38 Public Questions

None.

E25.39 Questions and Statements from Members

None

The Chair allowed a question from Cllr Harrington regarding an update on the progress of the Public Rights of Way applications. The status of the applications was explained, with the next stage being a visit to Cumberland Council Whitehaven offices to inspect the Definitive Map. This would then be followed by obtaining HMLR searches to identify landholders and submitting the applications & notices.

E25.40 Motions on Notice

None

E25.41 Budget 2025-2026

- a) Committee noted the budget monitoring report for information.
- b) **Resolved:** Committee deferred discussion of the 2026-27 budget and any earmarked reserve requests to the next meeting for further consideration.

E25.42 Street Displays

a) Floral Display Tender

Comment was made that the council should look for ways to more widely advertise the tender after only receiving one respondent for the current contract. Committee was informed that the council is now registered on the GOV.UK "Find a Tender" portal for publishing notices of tenders.

Resolved: To start the tender process for a five-year contract for the floral displays in the town centre.

b) Self-watering Mangers

Committee discussed the placing of the mangers within the town centre and the effectiveness of the self-watering solution. The placement would be factored into any plans included in the tender for the new contract. The self-watering mangers currently in use were found by the Estates team to be an improvement on the regular mangers during the summer.

Resolved: To include the purchase of new self-watering mangers in the 2026/27 budget to replace existing stock.

E25.43 Environmental Activities

Resolved: To not enter Cumbria in Bloom or Britain in Bloom in future years.

E25.44 Streetscene

a) Miners' Memorial

Committee noted the report for information.

b) Defibrillator at Siddick

Comment was made regarding the need to budget for maintenance of the unit. It was also asked if there had been any vandalism of the council's other defibrillators. Committee was informed that there have been no reports of any vandalism or interference with the council's AEDs to date.

Resolved: To install a solar/wind powered defibrillator at the suggested site in Siddick at a cost of £4,500 from the Streetscene budget line.

c) Workington Quayside

Resolved: To agree to take on maintenance of the Quayside planters and benches at a current annual cost of £1,000 to the Streetscene budget line.

d) Neighbourhood Policing Pledge Meetings

Committee received an update from Cllr Mills. The previous meeting via Teams had to be cancelled as the officer due to conduct the meeting was called to an active incident. It was suggested that rather than holding separate meetings, the police could be invited to conduct them as part of WTC full council meetings.

Resolved: Chief Officer to contact the police to suggest hosting the NPP meeting 2/3 times a year as part of WTC full council meetings.

E25.45 Play Areas

a) Play Area Equipment

Resolved: To request permission from Full Council to purchase and install additional accessible play equipment at a cost of £10,500 from the Play Areas budget line.

b) Garnet Crescent

Committee noted the report for information.

c) New Play Area

Committee noted the report for information.

Cllr Bainbridge left the meeting.

E25.46 Allotments

A review of the allotment estate showed that there were different prices per square metre being charged to tenants of different plots on the same allotment site; some varied significantly for unknown reasons and a lot of the pricing is historical. It was resolved therefore to charge the same rate per square metre, based on the current average for each site. It was noted that some would increase and some decrease and it was agreed that any increase of 25% or more for a given allotment plot would be spread over two years, and as a consequence, the total income to the Council from allotment rents in 2025-26 would fall by approximately £200.

a) Resolved: To implement the new ppm² pricing system for allotment plot rents, using the current base average rate for each site.

b) Resolved: To allow a concession of 50% of the increase amount for the first year for all plots showing an increase of 25% or more in the rental rate.

Committee discussed the logistics of the use of a petrol waterer for supplying allotments with water and the need for its use in Vulcan Park.

Resolved: Officers to submit a more detailed report including the specifications and proposed uses of the petrol waterer to the next meeting.

Cllr Bainbridge returned to the meeting.

E25.47 Estate Development

a) Green Hub

Comment was made that given the amount needed to carry out the works on the Green Hub, Committee should reevaluate the details of the intended use of the building to see if this has changed since the initial report and would still be giving the council value for money.

Resolved: Officers to present a new report on the Green Hub proposed use to committee at the next meeting.

b) Tennis Courts

Committee noted the report for information.

c) Planting Projects

Committee noted the report for information.

d) The Ranch and Fields in Trust

Resolved: Recommend to Full Council that Officers begin the application process for Field in Trust status for the Ranch Playing Fields.

e) St John's Churchyard

Resolved: To include maintenance of the churchyard in the wider maintenance transfer currently being discussed with Cumberland Council.

E25.48 Environmental Consultations

a) Harrington Bathing Waters Consultation

Resolved: Officers to submit a response on behalf of the council supporting the designation.

b) Call for Sites

It was asked who can submit sites for consideration. Committee was informed that anyone can submit a site as an individual or group, provided they have the landowner's permission to do so.

Resolved: Officers to submit a separate response on behalf of the council for each piece of council owned land in the "Open space/community use/greenspace" use class.

E25.49 Workington Nature Partnership

Committee noted the report for information.

The Chair is still waiting for a meeting with Cumberland Council planning Officers with regards to the silting of Ellerbeck and Harrington reservoir.

The meeting ended at 8:07pm.

INTERNAL AUDIT REVIEW CHECKLIST – INTERIM AND YEAR END AUDIT

AGAR REFERENCE	COMPLIANCE CHECKS	YES/NO	RECOMMENDATIONS FOR ACTION.
<p>A. Appropriate accounting records have been properly kept throughout the year. Periodic bank account reconciliations were carried out during the year</p>	<p>Checks are made of core accounting records i.e. in house cashbook or commercial accounting package for accuracy and monthly summaries to appropriate budget headings. Bank reconciliations are prepared on receipt of bank statements; presented to Council or Committee. A signature of a member on the respective bank statement verifies the accuracy of the information.</p>		
<p>B. This authority complied with its Financial Regulations. Payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<p>Verify that Financial Regulations (FR), Standing Orders and all relevant policy and procedure documents are regularly reviewed and reflect current legislation. Confirm tender processes are in place and adhere to FR. Confirm VAT balances back to core accounts. Payments/refund requests are made to HMRC within the timescale. Confirm that there is a clear audit trail – invoices to Schedule of Payments- Council approval - Bank statements.</p>		
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Check review of Risk Assessments, Health and Safety Policies etc. Verify adequate statutory and other insurance cover. Check safety inspections and relevant documentation. Documented evidence of Internal Control and review of the Internal Audit.</p>		
<p>D. The precept requirement resulted from an adequate budgetary process; progress against</p>	<p>Confirm the minutes of the Council documents the precept for the current year and subsequent financial year in detail.</p>		

<p>the budget was regularly monitored and reserves were appropriate.</p>	<p>A minute exists for the receipt of the precept. There is timely submission to the County Authority. The precept figure has been determined after submission of an RFO report with recommendations. Verify the presentation to the Council of regular budget comparison reports, and variations are addressed. Earmarked reserves are clearly identified. An investment strategy exists for cash reserves in excess of £100k</p>		
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; Vat has been accounted for as relevant.</p>	<p>Ensure that appropriate controls and documentation exists to provide an audit trail and ensure security of all income, particularly cash i.e. segregation of handling from source to banking. Regular review of pricing structure for all undertakings. Comprehensive documentation – Hire of facilities, Allotments, Burials, Leases. All income collected within timescale.</p>		
<p>F. Petty Cash, Debit Cards, Cash expenses approved and Vat accounted for.</p>	<p>Confirm receipts for all expenses. Check authority for Debit/Credit card payments and all such are paid in full. Vat allocated to budget headings and correctly recorded in VAT Returns.</p>		
<p>G. Salaries to employees and allowance to members were paid in accordance with the Council’s approvals, and PAYE, N.I. and Pension requirements were properly applied.</p>	<p>Ensure staff contracts of employment have been issued. Verify staff record file noting sickness absences, holidays etc. Verify appropriate deductions have been made – PAYE/N.I./Pension. All relevant sums paid to HMRC/Pensions with in the statutory time scales.</p>		
<p>H. Asset and investments registers</p>	<p>Verify regular review of Asset Register and correct</p>		

<p>were complete and accurate and properly maintained. Include loans to and from the Council.</p>	<p>documentation of acquisitions and disposals. Confirm all assets are adequately covered by insurance. Check insurance renewal dates, loyalty agreements, value of assets and appropriate statutory cover. Check investments for “Fixed Asset” inclusion in AGAR(9) Borrowing and lending to be checked.</p>		
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (Receipts and Payment or Income and Expenditure), agreed with the core accounts, supported by an adequate audit trail from the underlying records. Where appropriate debtors and creditors were properly recorded.</p>	<p>Verify the accuracy of the year-end bank reconciliation detail. Confirm the correct roll forward balance figure from the previous year has been carried forward to the new financial year. Review debtors/creditors and appropriate adjustment if income and expenditure accounts.</p>		
<p>K. If the Council certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.</p>	<p>Exempt authorities only. Verify a Council minute exists to ensure declaration of exemption. Check publication of correct documentation on the website.</p>		
<p>L. The author publishes information, on a free to access website, up to date at the time of the internal audit in accordance any relevant transparency code requirements</p>	<p>For authorities less than £25k verify compliance with all Transparency Code requirements.</p>		

<p>M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>Examine Notice of Public Rights. Ensure compliance with “30 days” Verify notice is/has been published on the website. Notification of publication documented in the Minutes.</p>		
<p>N. The authority complied with the publication requirements for the prior year AGAR.</p>	<p>Verify publication of the Conclusion of Audit with External Auditors certification. Examine minutes to verify the conclusion has been notified to Council.</p>		
<p>O. The authority complied with laws, regulations, and proper practices relating to digital and data compliance</p>	<p>Seek evidence of a .gov.uk website compliant with WCAG 2.2 AA. Clerk and Councillors have .gov.uk emails; In place -I.T. Policy; Uk GDPR Compliance; Privacy Policy; Accessibility Statement.</p>		
<p>P. Trust funds (including charitable) – The Council met its responsibility as a trustee.</p>	<p>Should the Council be a Charitable Trustee or operate any trust, check compliance with all requirements.</p>		

G. D. Airey 01.04.2026

**INTERIM HALF YEAR REPORT BY THE INTERNAL AUDITOR
TO WORKINGTON TOWN COUNCIL**

**1ST APRIL 2025– 30TH SEPTEMBER 2025
FINANCIAL YEAR ENDING 31ST MARCH 2026**

I confirm I have on the 23rd. October 2025, undertaken an internal audit for the period 1st April – 2025 - 30th September 2025 in accordance with the Account and Audit Regulations (England) 2015, as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England ” A Practitioners’ Guide March 2025. The work plan consisted of an investigation to review whether the systems of financial and other controls over the Council’s activities and operating procedures are effective.

A. Appropriate Accounting Records have been kept throughout the year.

The Council operates a commercial accounting package – Rialtos, which is comprehensive and fulfils the requirements needed to complete all monthly and cumulative Income and Expenditure accounts as required by the Regulations. All payments and receipts are coded to the Council’s budgeted headings, allowing immediate identification of spending in each budget sector and enables monthly management accounts to be prepared. There is the additional security of an internal checking system to monitor the accuracy of the data input into the computerised accounts. Backup procedures are undertaken by means of external hard drives. Financial transactions over the sum of £2000 were checked on the schedule of payments for adherence to Financial Regulations 5.1-5.22

There was a distinct audit trail to the invoices, and subsequent payments on the bank statements.

Invoices are date stamped on receipt. There is a clear audit trail from invoice to purchase orders, to accounts for payment approved by Council.

A. Periodic bank reconciliations were properly carried out during the year.

Bank reconciliations are prepared monthly on the Rialtas accounting system; additionally, a manual bank reconciliation is carried out to ensure accuracy. A signature of a member on the corresponding bank statement confirms the accuracy of the bank reconciliation. The Council has a clear Investment Strategy which was received and adopted – Meeting 29th January 2025, Minute No. 24.126a. which is subject to periodic reviews as required.

B. The authority complied with Financial Regulations, invoices supported payments, all expenditure was approved and VAT appropriately accounted for.

Financial Regulations, Standing Orders, Policy and Procedures Documents are up to date with current legislation and are reviewed as required. Standing Orders and Financial Regulations were reviewed and adopted Meeting - 7th May 2025. Minute No’s 25.17; 25.18, respectively.

Workington Council fulfils its obligation to have comprehensive Policy Documents; these were reviewed and adopted – Meeting -7th May 2025. Minute No. 25.24

There are clear systems in place for the receipt of invoices and confirmation of accuracy. Subsequently they are inputted into the accounting system prior to being placed on the Rialtas system and schedules of payments are prepared for approval of the Council.

There is segregation of the systems prior to the release of payments from the bank.

Vat claims reconcile to Rialtas system. Claims are made quarterly. The claim for the period 1st July 2025 – 30th September 2025 has been made. The amount of £16118.28 is verified by the Vat reconciliation account and the Trial Balance on the Rialtas system.

C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Risk Assessment documents were reviewed and adopted at the meeting held on 7th May 2025 – Minute No.25.21. A constant review of all activities throughout the year is monitored to ensure effective insurance cover and accuracy for the confirmation in the Annual Governance and Accountability Return(AGAR) 2025-2026. .

D. The Precept requirement resulted from an adequate budgetary process, progress against the budget is regularly monitored and reserves are appropriate.

There is a clear budgeting process. Budget monitors are prepared and received by members to ensure accurate compliance. Virements, should they be required are to be addressed prior to the preparation of the 2026-2027 budget. The submission of the 2026-2027 Precept to Cumberland Council ,within the required timescale, will be confirmed by the Internal Auditor prior to the conclusion of the financial year and completion of the 2026 Annual Governance and Accountability Return (AGAR)

E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.

Evidence was produced to confirm detailed records for all income sources. Allotment rents are reviewed and duly collected at the appropriate time.

There exists a comprehensive Allotments Register, which identifies holders.

Rents are invoiced annually in advance. The 279 allotment holders are given 30 days to pay.

Tenancy agreements are signed annually.

Fees and leases are regularly reviewed

The Allotments Policy was reviewed and adopted – Meeting July 2025 – Minute No. 25.29.

F. Debit Card payments supported by receipts, expenditure approved, and VAT appropriately accounted for.

All purchases on Paypal are supported by receipts. VAT is claimed, and all expenditure is notified to Council. The Clerk controls the card, and officers are given authority to spend a previous authorised sum, which is closely monitored.

G. Salaries to employees and allowances to members were paid in accordance with the Authority's approvals, and PAYE, NI, Pension requirements were properly applied

Cumberland Council undertakes all associated PAYE procedures externally.

All payments reflect salary scales approved by Council.

Returns to HMRC are up to date. Periodic checks on the payroll operator's submissions are made to ensure accuracy.

H. Asset and investment registers were complete and accurate and properly maintained

The Asset Register is monitored, and all acquisitions and disposals are recorded.

The Asset Register is received and approved annually

A further review will be undertaken prior to the end of the financial year to ensure accuracy when completing the Annual Governance and Accountability Return (AGAR) 2026

Insurance

Statutory and other insurance is in place and all assets, which are index linked are held on cover.

I. The authority publishes information on a free to access website, up to date at the time of internal audit in accordance with any relevant legislation

It is confirmed that the Council is fully compliant with requirements to publish information on the website, workingtontowncouncil.gov.uk in line with relevant legislation

J. The authority during, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

Regulation 12(3) Accounts and Audit Regulations 2015 require the Responsible Financial Officer (RFO) to publish a Notice of Public Rights of inspection of accounts for a period of thirty days which must include the first 10 working days in July.

Inspection of website confirms that the RFO has undertaken the obligation. The date the notice was posted being 26th June June 2025 Inspection 27th June 2025 – 7th August 2025.

K. The authority complied with the publication requires for the current year AGAR

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the website advising that the 2022-23 Audit has been completed.

The Notice of Conclusion of Audit was published on the website on 3rd September 2025.

I conclude and report that the Chief Officer/ Responsible Financial Officer and Finance Officer/Deputy Proper Officer have maintained a high standard of recordkeeping, which has simplified the audit process. The Council's control systems are efficient and effective and give the appropriate level of confidence, that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records.



Internal Auditor – 23rd October 2025.

FINAL REPORT BY THE INTERNAL AUDITOR TO WORKINGTON TOWN COUNCIL
1ST OCTOBER 2025 - 31ST MARCH 2026
FINANCIAL YEAR ENDING 31ST MARCH 2026

Introduction

This final report for the financial year 1st April 2025 to 31st March 2026 covers elements required by the Account and Audit Regulations (England) 2015 which were not covered in the interim report for the period 1st April 2025 – 30th September 2025.

I confirm I have on the 5th May 2026 undertaken a final audit which covers the period 1st October 2025 to 31st March 2026 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England” March 2025

Appropriate accounting records have been kept throughout the year.

The completed 2025 Annual Governance and Accountability Return (AGAR) confirms that the closing balance on 31st March 2025 - has been correctly carried forward to commence the financial year, - £504.325 1st April 2025 – 31st March 2026.

The bank reconciliation on 31st March 2026 correctly reflects the balances on all bank accounts.

The Council having reserve cash funds in excess of £100,000 has identify the need for an investment strategy with clear aims and objectives, namely, to consider security, liquidity, yield, here listed in order of priority.

The authority complied with its financial regulations, invoices supported payments, all expenditure was approved, and VAT was accounted for.

The Financial Regulations were reviewed and adopted ensuring current practice.

The rigorous tendering process for goods and services was evidenced by the documentation made available, and the examples recorded on the website. All tenders and quotes adhere to the up-to-date Financial Regulations.

A selection of financial transactions was reviewed in excess of £2000.00 all were supported by a clear audit trail.

Vat reclaims are prepared on a quarterly basis. Evidence was available to confirm the accuracy of the final claim for the last quarter of the financial year 1st January 2026 - 31st March 2026 - £21,995.33 has been reconciled and submitted to HMRC.

The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

All aspects of this section were covered in the interim report.

The Precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves are appropriate.

The Responsible Financial Officer (RFO) with full explanations of the recommendations prepares a budget report and it is presented to the Finance Committee for approval and development prior to recommendations being made to Council. The Council subsequently approves the budget and notes in the Meeting 28th January 2026- Minute – 25/78 the Precept - £1,124,740 to be requested for the 2026-2027 financial year. – The precept was submitted to the Cumberland Council well within the allotted time scale

Expected income was fully received based on correct prices, properly recorded and promptly banked and VAT appropriately accounted for.

All income is promptly banked upon receipt with appropriate measures taken to segregate cash collection from subsequent responsibility for banking procedures. Vat is identified and allocated to the appropriate budget heading.

Receipts properly supported Cash payments, all cash expenditure was approved and VAT appropriately accounted for.

Sums incurred on the Paypal Debit Card Debit are fully supported by invoices/receipts. VAT is identified on all purchases and allocated to the appropriate budget headings.

Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE and NI requirements were properly applied

All payments reflect salary scales approved by Council. Returns to HMRC are processed by the external payroll operator. The record with all deductions for staff was properly prepared and a P60 confirmed correct operation.

Assets and investments register were completed and accurate and properly maintained.

The Asset Register for the current financial year has been completed and adopted, as it is annually, to a scheduled timetable ensuring accuracy for completion of the 2025-2026.

Annual Governance and Accountability Return.(AGAR)

Acquisitions and disposals, if appropriate, have been documented and £155,380 is correctly recorded in the AGAR 2025-2026.

All assets are adequately covered by insurance with Zurich. It is confirmed that the annual renewal is recorded in the Minutes.

Accounting statements prepared during the year were prepared on the correct accounting basis – income and expenditure, all schedules, etc agreed and were supported by an adequate audit trail from the core accounts. Debtors and Creditors were properly recorded. The Council has published on the website all documentation required under relevant legislation.

The Council accounts are prepared on an Income and Expenditure basis as required by the Accounts and Audit regulations being an authority with income/ expenditure in excess of £200,000. The Rialtos software core accounts clearly identify Debtors, Creditors, Receipts in Advance, and Accruals.

It is confirmed that the Council is compliant with requirements to publish relevant information on the website.

The authority complied with the publication requirements of the prior year AGAR

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the website advising that the 2022-23 Audit has been completed.

The Chief Officer /RFO has undertaken the requirement, and the Notice of Conclusion of Audit was published on the website 3rd September 2025.

Notification of the return of the AGAR was received at Council – Meeting 15th October 2025 – Minute No. 25.42.

The authority has complied with laws, regulations and proper practices relating to digital and data.

To verify compliance evidence was produced of the following:

Workington Town Council has an Accessibility Compliant website

www.workingtontowncouncil.gov.uk

The Officers and members have .gov.uk emails.

There exists a Privacy Policy; Legal Notice; Accessibility Statement.

An I.T. Policy was adopted – Meeting 11th March 2026 – Minute No. 25/95d.

The Chief Officer/Responsible Financial Officer(RFO) and the Finance Officer/Deputy RFO have maintained a high standard of recordkeeping, which has simplified the audit process. The Council's control systems are efficient and effective and give the appropriate level of confidence. The financial statements and reports reflect a true and accurate account of the Council's finance and governance records.



Georgina D Airey - Internal Auditor – 5th May 2026.

Workington Town Council

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Minutes of the Environment Committee Meeting of Workington Town Council, held on Thursday 12th February 2026 at 6.30pm in Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.

Cllr Michael Heaslip (Chair)	Present	Cllr Bernadette Jones (Vice Chair)	Present
Cllr Mary Bainbridge	Absent	Cllr John Mills	Present
Cllr Beth Dixon	Absent	Cllr Billy Miskelly	Absent*
Cllr Sue Martin	Present	Cllr Patricia Poole	Present
Cllr Sean Melton	Absent	Cllr Mike Rollo	Present

Also in attendance: Chief Officer/RFO, Cllr Denise Rollo, Paul Shearsby and two Enforcement Officers from Cumberland Council.

E25.66 Absences

Absences notified prior to the meeting were noted from Cllr Billy Miskelly.

E25.67 Declarations of Interest: None.

E25.68 Exclusion of Press and Public: None.

E25.69 Public Representation: None.

E25.70 Minutes of the previous meeting

Resolved: Committee approved the minutes from 13th November 2025 and affirmed them a true record.

E25.71 Public Questions: None.

E25.72 Enforcement:

Committee were given an update from Paul and team with regards to their focus and priorities within Workington:

- Review of teams and their focus across all areas following LGR.
- Reporting system is new; My Cumberland and allows for intuitive data and reporting.
- Hot spots can be identified and drilled down to wards and streets.
- Operation Turd and 'Don't be a Tosser' campaigns have increased reporting by 29% and educational awareness.
- New team members roles are to be proactive and prevent issues before they become issues.
- Top issues: fly tipping, dog fouling and ASB.
- Addressing issues in back lanes in Workington. Locals may be unaware of their responsibilities for recycling; work is being done to educate; teams have been leafletting and door knocking.
- The team need to be seen to educate first, before enforcement.
- A request was made for a bin at the entrance to Hall Park opposite the entrance to Curwendale. Email enforcement.team@cumberland.gov.uk and they will investigate this.

- McDonalds and KFC have been approached with regards to their rubbish and their responsibilities, and the team will continue to work with the companies.
- Concerns around The Line which was cleaned up following a big operation involving several organisations but seems to have fallen into disrepair again. This is being addressed, but reports need to be placed on the website, so they know there is an issue.
- Discussion around dog fouling in Vulcan Park. Estates team encouraged to report, so Enforcement has evidence of the issues and can therefore address.
- Discussion around Siddick and fly tipping, WTC have no power to enforce. PS advised they would assist. CO to send details of recent issues.

The team were thanked for their time; Committee appreciated their attendance and being able to have an open discussion. The team left the meeting.

E25.73 Questions and Statements from Members: None.

E25.74 Motions on Notice: None.

E25.75 Budget 2025-2026

Committee noted the budget monitoring report for information.

E25.76 Budget 2026-2027

Committee noted the approved budget for 26-27.

E25.77 Streetscene

Resolved: To approve a cost of £1,899 for a miner's memorial bench to be commissioned from the Streetscene budget line.

E25.78 Estate Development

Resolved: To approve a cost of up to £1,800 for the refurbishment of the cast iron lampposts to be used for decorative purposes in Vulcan Park from the Estate Development budget line.

Committee noted an update on the Stoneleigh project.

Committee were given an update on the investigation into an additional Miner's Memorial, using a pulley wheel which is being donated by West Cumbria Mining from Haig Pit. Costs for CDM considerations are currently being obtained and a detailed report will be brought to a future meeting for committee consideration.

E25.79 Workington Nature Partnership

a) Committee noted the report from WNP Officers.

b) Committee noted the minutes from the WNP Steering Group meeting which took place in December. Budget has been approved in principle by Council for an increase in WTC's contribution towards WNP, which may include an additional staff member, but further information and discussions are required between Officers and Councillors from WTC and Cumberland Council before a proposal can be put to committee for consideration.

Allerdale Investment Partnership (AIP) have been contacted with regards to the silt issues at Harrington and have responded positively to the suggestion to re-wild the Ellerbeck and the proposal put forward by WNP and Rivers Trust who are keen to carry out the work. Further updates on this will be brought to committee when available.

E25.80 Nature Recovery for Town and Parish Councils

Committee noted the report for information.

The Chair asked members to let the CO know if they wished to attend the event in Penrith on 24th March 2026.

E25.81 Funding

Committee considered a request for £1,000 from Cumbria Biodiversity Data Centre for a 'Festival of Nature' event to be held at Rivendell, nr Stainburn.

Committee was very supportive of this venture.

Resolved: To underwrite up to £1,000 to CBDC for the Festival of Nature event to take place in May 2026 from the environmental activities budget line.

The meeting ended at 7:49pm.

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Minutes of the Culture & Social Investment Committee Meeting of Workington Town Council which took place at 6.30pm on Tuesday 23rd September 2025, held in Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.

Cllr Ellie Wood (Chair)	Present	Cllr Susan Martin (Vice Chair)	Present
Cllr Allan Hodgson	Absent	Cllr Neil Schofield	Absent *
Cllr Paul Larkin	Absent *	Cllr Stephen Stoddart	Absent *
Cllr John Mills	Present	Cllr David Tennyson	Absent
Cllr Patricia Poole	Present	Cllr Joan Wright	Present

In attendance: WTC Deputy Proper Officer.

C25.30 Absences

Absences notified prior to the meeting were noted from Cllr Larkin, Cllr Schofield and Cllr Stoddart.

C25.31 Declarations of Interest

None

C25.32 Exclusion of Press and Public

Resolved: Press and public should be excluded from items 5 and 6 due to their confidential nature.

C25.33 Public Representation

None

CONFIDENTIAL – CLOSED SESSION

C25.34 Christmas Lights Contract 2026-2031

C25.35 New Funding requests

OPEN SESSION

C25.36 Minutes of the Previous Meeting

Resolved: Committee approved the minutes from the meeting on 8th July 2025 and affirmed them a true record.

C25.37 Public Questions

None

C25.38 Questions and Statements from Members

None

C25.39 Motions on Notice

None

C25.40 Budget

- a) Committee noted the budget monitoring report for information.
- b) **Resolved:** Committee deferred discussion of the 2026-27 budget to the next meeting for further consideration.

C25.41 Previous Funding Requests

- a) Committee noted a request from Coastal Communities had been rejected due to the short notice and that it was above the Chair's approval limit.
- b) Committee noted a request from St Mary's Church, Harrington for £250 was granted from the Youth & Social Investment budget line.

C25.42 Funding Feedback

Committee noted the report for information.

C25.43 Anchor Organisation Support

Committee noted the report for information.

C25.44 Events Programme 2025 Update

Committee noted the report for information.

Resolved: to proceed with the donation of a clock for the Bus Station 100 Years Celebration at a cost of £3,200 and commit up to £3,000 for an event in Vulcan Park from the Cultural Celebrations budget line.

C25.45 Events Programme 2026

Resolved: Committee deferred discussion of the 2026-27 event programme to the next meeting for further consideration.

Meeting ended at 8:14pm.

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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 2nd March 2026 at 6.30pm at Workington Town Council Offices, Town Hall, Oxford Street, Workington.

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

Also in attendance: Chief Officer/RFO.

FG25.82 Absences: Absences notified prior to the meeting were noted from Cllr Hodgson and Cllr Woods.

FG25.83 Declarations of Interest: Cllr Wright and Jones are members of the Twinning Association.

FG25.84 Exclusion of press and public: None

FG25.85 Public representation: None.

FG25.86 Minutes of the Previous Meeting

Resolved: Committee approved the minutes of the 19th January 2026 meeting and affirmed them a true record.

FG25.87 Public Questions: None

FG25.88 Questions and Statements from Members: None

FG25.89 Motions on Notice: None

FG25.90 Budget 2025-2026

a) **Resolved:** Committee approved the bank reconciliation and statements of accounts for December 2025 and January 2026.

b) Committee noted the budget monitoring report YTD.

c) **Resolved:** Committee to request the following budget changes to Full Council:

- £1,000 to be vired from Repairs and Renewals into General.
- £2,700 to be vired from Repairs and Renewals into Accommodation.
- £12,000 underspend to be carried forward from the salaries budget line and added to the 26-27 staff associated costs budget line to cover costs for event management.
- £30,000 underspend to be carried forward from the asset management budget line into the same 26-27 budget line.

- £6,500 from the elections budget line to be carried forward into the same 26-27 budget line.

FG25.91 Budget 2026-2027

Committee noted the approved budget.

FG25.92 Council Marketing

Committee noted the report for information.

Resolved: To appoint the Council's current agency, Meaningful Marketing, for general Council marketing for 2026-2027 at a cost of £8,000 from the 26-27 budget.

FG25.93 Projects Update

Committee discussed plans for the demolition of the café and received an update from the CO. Feedback on Facebook has been interactive with the community and Officers are looking into a temporary toilet block for the area as an interim measure. Suggestions for future long-term plans will be brought to committee for consideration when possible.

Committee noted the report for information.

FG25.94 Twinning

Committee noted the report for information.

It was discussed that a partnership agreement was needed between the Council and the Twinning Association to outline what each party is responsible for and expectations. Committee also needs sight of the Association's financial report for transparency.

Cllr Mills advised he has stepped down from his role on the association.

Resolved: Committee approved payment of the invoice from the Twinning Association for £2,500 from the 25-26 Twinning budget line.

Resolved: To prepare a partnership agreement for discussion with the Twinning Association.

FG25.95 Policies

Committee requested that age ranges were removed from the menopause policy as it can happen at any age and include perimenopause in the policy.

Resolved: Once the above changes have been made, request approval and adoption to Full Council for the following policies:

- a) Subject access request and form
- b) Surveillance Camera
- c) Sexual harassment
- d) IT
- e) Menopause
- f) Outside Bodies

Meeting ended at 18.48.

Workington Town Council

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Minutes of the Full Council meeting of Workington Town Council held on Wednesday 30th July 2025 at 6pm in Allerdale House, Griffin Street, Workington, CA14 3YJ.

Cllr Mary Bainbridge	Absent	Cllr John Mills	Present
Cllr Barbara Cannon	Present	Cllr Billy Miskelly	Present
Cllr Beth Dixon	Absent*	Cllr Patricia Poole	Present
Cllr David Farrar	Present	Cllr Denise Rollo	Absent*
Cllr Sue Fryer	Present	Cllr Mike Rollo	Present
Cllr Mark Fryer	Present	Cllr Neil Schofield	Absent*
Cllr Hilary Harrington	Present	Cllr Kate Schofield	Absent*
Cllr Michael Heaslip	Present	Cllr Stephen Stoddart	Present
Cllr Allan Hodgson	Present	Cllr David Tennyson	Absent*
Cllr Bernadette Jones	Absent*	Cllr Lynda Williams	Absent*
Cllr Paul Larkin	Present	Cllr Ellie Wood	Present
Cllr Susan Martin	Absent*	Cllr Joan Wright	Present
Cllr Sean Melton	Absent*		

In attendance: Chief Officer/RFO, Mayor's Chaplain, Inspector Steve Waddell Cumbria Police, and one member of the public.

The Mayor's Chaplain led Council in a prayer before the meeting commenced. Father Philip then left the meeting.

25.16 Absences: Absences notified prior to the meeting were noted from Cllrs Williams, Melton, Denise Rollo, Dixon, Tennyson, Martin and Jones. Notification for Cllrs Neil and Kate Schofield's absence were sent prior to the meeting but picked up after the meeting had taken place.

Cllr Miskelly asked why they were noted as absences and not apologies. The Mayor advised it was because the Cllrs were absent and only apologies were needed if they had not attended a meeting for six months for Council approval. Cllr Miskelly disagreed and advised he would be taking the issue further.

25.17 Declarations of Interest: None

25.18 Exclusion of Press and Public: None.

25.19 Public Representation:

The Mayor invited Cumbria Police to present. Inspector Waddell introduced himself and gave Council an update on the work and operations the police are carrying out in the town. They are making themselves more visible on the streets and encouraging residents to attend the

police desks around the town and asked Council to assist. Council asked for details of where these were so they could pass it onto the community.

They are also looking at alternate ways to engage with the community who are not online.

Cllr Cannon advised she has contacted Sergeant Edwards with regards to an issue in St Michael's ward which resulted in Officers conducting a Streetsafe patrol. It was pleasing to see a proactive response.

The Inspector urged Council to encourage residents to keep reporting issues. Even if it seems nothing is being done, it is in the background, and the more reports the better.

Cllr Miskelly advised that between the hours of 5am and 6.30am on Solway Road there is a lot of speeding which is dangerous and will result in an accident. The Inspector advised he would investigate this.

The Council thanked the Inspector for his time and update.
Inspector Waddell left the meeting.

25.20 Minutes from previous meeting

Resolved: Council approved the minutes from the meeting on 25th June 2025 and affirmed them a true record.

Cllr Miskelly advised that the Chair of the Environment committee had only responded to one of the three questions asked at the last meeting and asked when he would receive a response to the remaining questions.

The Mayor advised that this would be investigated.

25.21 Public Questions: None

25.22 Questions and Statements from members: None

25.23 Motions on Notice:

Motion from Cllr Miskelly:

Due to climate change our allotment tenants are struggling it is our duty to help our allotment tenants.

To help the tenants we need to know if any changes proposed will do exactly that help them and not hinder them.

To facilitate this, I present this Notice of Motion.

Workington Town Council shall hold consultative meetings with the allotment tenants of the Workington Town Council allotment site concerned before implementing any changes to policy; services or contractual agreements to that particular site.

If after the aforementioned consultative meeting between the Workington Town Council and the allotment tenants of a particular allotment site the decision of the tenants decided by a vote will decide if the policy, services or contractual change would progress or fail.

The aforementioned meeting of the tenants and the Workington Town Council date, time and venue will be decided by the Workington Town Council.

The tenants may if they wish chose a representative to speak, negotiate and vote with their authority.

The motion was seconded by Cllr Paul Larkin.

A recorded vote had been requested when the motion was submitted.

			FOR	Against	Abstain
Cllr	Mary	Bainbridge		Not present	
Cllr	Barbara	Cannon		1	
Cllr	Beth	Dixon		Not present	
Cllr	David	Farrar		1	
Cllr	Sue	Fryer		1	
Cllr	Mark	Fryer		1	
Cllr	Hilary	Harrington	1		
Cllr	Michael	Heaslip		1	
Cllr	Allan	Hodgson		1	
Cllr	Bernadette	Jones		Not present	
Cllr	Paul	Larkin	1		
Cllr	Susan	Martin		Not present	
Cllr	Sean	Melton		Not present	
Cllr	John	Mills		1	
Cllr	Billy	Miskelly			1
Cllr	Patricia	Poole		1	
Cllr	Denise	Rollo		Not present	
Cllr	Mike	Rollo		1	
Cllr	Neil	Schofield		Not present	
Cllr	Kate	Schofield		Not present	
Cllr	Stephen	Stoddart			1
Cllr	David	Tennyson		Not present	
Cllr	Lynda	Williams		Not present	
Cllr	Ellie	Wood		1	
Cllr	Joan	Wright		1	
TOTALS			2	11	2

Cllr Miskelly advised he was abstaining because he is an allotment holder.

Cllr Miskelly did not leave the room during the vote.

The motion was not passed.

25.24 Reports from Outside Bodies

- a) Cumbria Police gave their report earlier in the meeting.
- b) Cllr Heaslip gave Council an update on the Coastal Communities meeting he had attended in May. The meeting mainly covered flood risk coastal erosion and drowning prevention week.
- c) Cllr Heaslip gave Council an update on the Town Deal Board projects underway in Workington.

Cllr Miskelly requested that future reports were written reports and submitted to Council prior to the meeting. The Mayor advised that the minutes from these meetings would be sent to Council to read.

25.25 Mayoral Engagements

Council noted the report for information.

25.26 Budget 2025-2026

a) **Resolved:** Council approved the bank reconciliation and statement of accounts for June 2025.

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

25.27 Committee Minutes

a) Council noted the minutes from the Culture & Social Investment committee meeting held on Tuesday 8th July 2025.

b) Council noted the minutes from the Environment committee meeting held on Thursday 10th July 2025.

c) Council noted the minutes from the Finance and General Purposes Committee meeting held on Monday 21st July 2025.

25.28 Committee recommendations

a) **Resolved:** Council approved costs of £29,589 from the Environment committee's play area budget line for replacement flooring and equipment on a number of the Council's play areas.

b) **Resolved:** Council approved a cost of £11,700 from the Finance and General Purposes committee's asset management budget line for secure storage for valuable Council assets.

25.29 Policies

a) **Resolved:** Council approved and agreed to adopt the new Defibrillator Policy.

b) **Resolved:** Council approved and agreed to adopt the new Local Officers of Dignity and Community Awards Policy.

c) **Resolved:** Council approved and agreed to adopt the amended Allotments Policy.

Meeting ended at 6.35pm.

Workington Town Council

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Funding Policy

1. Purpose

The purpose of this policy is to provide a clear framework for how Workington Town Council allocates and manages funding, grants, and commissions. The policy ensures that funding decisions are transparent, fair, consistent, and aligned with the Council's strategic objectives, statutory powers, and duty to safeguard public money.

2. Scope

This policy applies to all applications for financial assistance received by Workington Town Council and covers:

- Community grants to local voluntary and community organisations.
- Donations and sponsorship requests.
- Partnership funding agreements with other bodies.

3. Principles

Funding decisions will be guided by the following principles:

- Transparency – All decisions will be open, recorded, and publicly available.
- Fairness – Applications will be considered on their merits and against published criteria.
- Value for Money – Funding must demonstrate benefit to the community and efficient use of resources.
- Legal Compliance – The Council will only provide funding within its statutory powers.
- Accountability – Recipients of funding must provide evidence of expenditure and outcomes.

4. Eligibility Criteria

Organisations must:

- Be a voluntary, charitable, or not-for-profit group operating within the parish of Workington or serving its residents.
- Demonstrate a clear benefit to the local community.
- Have appropriate governance and financial management arrangements in place.
- Not be political parties, private businesses, or profit-making organisations (unless for community benefit).
- **Demonstrate how the project aligns with one or more priorities within the Council's Five-Year Action Plan**

Application Limit:

Only one funding application per organisation will be considered within a financial year (April to March).

5. Exclusions

Funding will not normally be granted for:

- Retrospective projects (costs already incurred).
- Ongoing running costs without a clear sustainability plan.
- Activities promoting political or religious views.
- Individuals (except under exceptional circumstances agreed by Committee).
- Projects that are the statutory responsibility of other authorities.

Approved at a meeting of Full Council on XXX (min reference XXX)

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6. Application Process

Applications must be submitted using the Council's Expression of Interest form, which can be found on the Council's website.

Applicants must provide:

- A description of the project or activity.
- Evidence of community need/benefit.
- A detailed budget and any other sources of funding.
- Copies of latest accounts or financial statements.
- Applications must be made in the name of the organisation to which financial assistance is to be granted.
- Applications made for a specific project must include one costing or two estimates with the completed form.
- Applications will be acknowledged within 15 working days of receipt of completed forms. Applicants will be advised of the Committee and the date their application will be considered.
- The Council will award a grant at a figure it deems suitable not necessarily the figure that has been applied for.
- Grants will be paid by bank transfer to the name specified on the application form.

Applications will be assessed on the following:

- Community development /public involvement.
- Support economic development, tourism or cultural activities.
- Provide services for young people, the elderly or vulnerable.
- Improve sport, physical activity, health and social wellbeing.
- Improve the physical environment.

7. Decision-Making

- Applications will be reviewed by the Finance & General Purposes Committee, Environment Committee and/or the Culture and Social Investment Committee, depending on the nature of the request.
- Depending on the value requested recommendations may require referral to Full Council for approval.
- Decisions will be minuted and published.
- The Council reserves the right to part-fund or refuse applications.

8. Conditions of Funding

Successful applicants must:

- Use the funds for the stated purpose only.
- Acknowledge the support of Workington Town Council in publicity materials.
- Provide monitoring information or a completion report within an agreed timeframe.
- Return any unspent funds.
- If for any reason the organisation disbands within 12 months of the funding being paid, the Council seeks the right to ask for all or part of the monies to be paid back or for the ownership of equipment paid for by the funding to be transferred to the Council.

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9. Monitoring & Review

- The Council may request evidence of expenditure, site visits, or progress reports.
- Serious misuse of funds may result in repayment and exclusion from future funding.
- This policy will be reviewed every 3 years or sooner if legislation or best practice requires.
- Applicants will be informed in writing of the outcome of their application.
- A signed copy of 'Conditions of Funding' must be returned before grant is paid.
- For all funding more than £2,000 the organisation is obliged to provide a 'statement in writing of the use to which that amount has been put' within 12 months of the date the funding was awarded (item 1 (b), of section 137A, Local Government Act 1972).
- If the grant money is not spent or the Council feels the conditions of funding have not been met, the grant or any remaining monies must be returned to the Council.

10. Transparency and Publicity

- The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- Organisations receiving Town Council grants must acknowledge the Council in any relevant publicity, annual report, posters and advertising.
- The Council may publicise grant awards and details of project achievements in Council publications and the local press.