

Workington Town Council

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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 19th January 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	Present

Also in attendance: The Mayor and Chief Officer/RFO.

FG25.65 Absences: None

FG25.66 Declarations of Interest: None.

FG25.67 Exclusion of press and public:

Resolved: To exclude press and public from part two of the agenda.

FG25.68 Public representation: None.

FG25.69 Minutes of the Previous Meeting

Resolved: To approve the minutes of the 24th November 2025 meeting and affirm them a true record.

FG25.70 Public Questions: None

FG25.71 Questions and Statements from Members: None

FG25.72 Motions on Notice: None

FG25.73 Budget 2025-2026

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

b) Committee noted the budget monitoring report YTD.

FG25.74 Boundary Commission Review

The Chair advised that a proposed response had been issued to committee. The deadline to respond to the Boundary Commission is Monday 26th January 2026. Members to inform the Chair and CO by Wednesday 21st January if they wish to make any amendments. If not, then the proposed response will be used.

Resolved: To send the proposed response to the Boundary Commission by Monday 26th January 2026.

FG25.75 Twinning

Cllr Mills requested that committee note the draft framework, but further consideration was required and the document needed some updates.

The Chair and CO are to be involved with the revision of the document to be brought to a future meeting.

It was discussed that the Twinning Association was originally affiliated with Workington Town Council, however over years it has been established as an outside body and the Council does not have a protocol as to how outside bodies are managed, which also requires consideration.

Resolved: To bring an updated framework to a future committee meeting.

Resolved: To produce a draft protocol/policy for how Council outside bodies are managed.

FG25.76 Budget 2026-2027

Committee discussed the budget and did not feel an increase of nearly 14% to the precept was acceptable. Therefore, the following savings were identified:

Culture – reduction of £26,800; removal of Reach Out, Teddy Bear's Picnic and Halloween.

F & GP – reduction of £20,000; £10,000 from community development planning and £10,000 from legal fees.

Environment – reduction of £25,000; £5,000 from environmental activities and £20,000 from Estate Development.

This reduces the percentage increase on the precept to 5.96%.

The Mayor and Cllr Hodgson arrived at 18.41.

There was a discussion with regards to one off projects and what the Council has in reserves. Committee are happy with the proposed base budget, with a view to reviewing budget and reserves for specific projects when they can be discussed.

Resolved: Following the required changes, recommend the proposed 2026-2027 budget to Full Council.

FG25.77 Projects Update

The Chair advised that going forward every committee would receive a project update of what Officers are working on. This will allow members to be better informed of progress and status. It also allows members, along with the CO, to review resource, manage expectation and ensure that work loads are manageable.

PART TWO – CONFIDENTIAL

The Chair requested to discuss agenda item 16 first.

FG25.78 The Ranch

Resolved: To establish a working group for use and development of The Ranch and hold an initial meeting as soon as possible.

Committee next discussed agenda item 17.

FG25.79 Code of conduct complaints management

Resolved: To conduct a review of the Council's code of conduct and HR policies.

FG25.80 Staffing

Resolved: To request approval from Full Council to recruit for a part time Admin/Events Assistant on a one-year contract in line with the 26-27 budget.

Resolved: Committee request approval from Full Council for delegated authority, given the time sensitive nature, to the Mayor, Chief Officer, Chair and Vice Chairs of F & GP and Culture and Social Investment Committees for the appointment of an event management company and associated services required for the Council's approved events programme to be executed.

FG25.81 Council Assets

a) Princess Street

Resolved: To request to Full Council to tender for work to refurbish Princess Street into a fit for purpose Park Depot for the Council's estates team.

b) Park Café

Resolved: Request approval from Full Council to demolish the Park Cafe building at a cost of £15,000 from reserves to be added to the Asset Management budget line.

c) Brewery House Wall

Resolved: Request approval from Full Council for total project costs £36,000 to repair the wall at Brewery House. £36,000 from reserves to be added to the Asset Management budget line.

Resolved: Investigate if the unregistered piece of land could be claimed by the Council.

Meeting ended at 19.08.

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2025	Current Bank A/c	1,001,540.56
31/12/2025	West Cumbria Credit Union	10,599.74
31/12/2025	Petty Cash	0.00
31/12/2025	PayPal	184.26

1,012,324.56

Receipts not on Bank Statement

0.00

Closing Balance

1,012,324.56

All Cash & Bank Accounts

1	Current Bank A/c	1,001,540.56
3	West Cumbria Credit Union	10,599.74
4	Petty Cash	0.00
5	PayPal	184.26
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,012,324.56

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,091,567.43					1,091,567.43	
PID1023728	Banked: 01/12/2025	24.58						
PID1023728	SumUp Payments Acc.	24.58			1310	120	24.58	Allotment Rents
po_1SZKzFK	Banked: 01/12/2025	47.84						
po_1SZKzFK	Stripe Payout	47.84			1255	120	47.84	VP Tennis Court Fees
FDMS011225	Banked: 01/12/2025	39.10						
FDMS011225	FDMS Allotments	39.10			1310	120	39.10	Allotment Rents
2025/117	Banked: 02/12/2025	108.00						
2025/117	L Conway	108.00			1310	120	108.00	Rosehill 1
2025/159	Banked: 02/12/2025	78.29						
2025/159	C Herald	78.29			1310	120	78.29	Siddick 4
2025/211	Banked: 02/12/2025	42.84						
2025/211	L P Brown	42.84			1310	120	42.84	Stoneleigh 2
215.28	Banked: 03/12/2025	215.28						
215.28	FDMS Allotments	215.28			1310	120	215.28	Allotment Rents
FDMS031225	Banked: 03/12/2025	52.36						
FDMS031225	FDMS Allotments	52.36			1310	120	52.36	Allotment Rents
140262797	Banked: 03/12/2025	20.00						
140262797	Eventbrite Ltd UK	20.00			1250	110	20.00	Halloween Event Payout
2025/120	Banked: 04/12/2025	156.60						
2025/120	C J & J R Walker	156.60			1310	120	156.60	Rosehill 4
2025/29	Banked: 05/12/2025	138.11						
2025/29	N Bell	138.11			1310	120	138.11	Annie Pit 26
FDMS051225	Banked: 05/12/2025	265.92						
FDMS051225	FDMS Allotments	265.92			1310	120	265.92	Allotment Rents
2025/145	Banked: 06/12/2025	4.00						
2025/145	S Barber	4.00			1310	120	4.00	Salterbeck Raised Bed 1
2025/146	Banked: 06/12/2025	4.00						
2025/146	S Barber	4.00			1310	120	4.00	Salterbeck Raised Bed 2
2025/125	Banked: 06/12/2025	9.90						
2025/125	S Barber	9.90			1310	120	9.90	Salterbeck Community 1
po_1Sbs6RK	Banked: 08/12/2025	4.56						
po_1Sbs6RK	Stripe Payout	4.56			1255	120	4.56	VP Tennis Court Fees
FDMS081225	Banked: 08/12/2025	105.78						
FDMS081225	FDMS Allotments	105.78			1310	120	105.78	Allotment Rents
FDMS091225	Banked: 09/12/2025	43.50						
FDMS091225	FDMS Allotments	43.50			1310	120	43.50	Allotment Rents
FDMS101225	Banked: 10/12/2025	210.48						

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
FDMS101225	FDMS Allotments	210.48			1310	120	210.48	Allotment Rents
FDMS121225	Banked: 12/12/2025	220.87						
FDMS121225	FDMS Allotments	220.87			1310	120	220.87	Allotment Rents
2025/104	Banked: 14/12/2025	54.10						
2025/104	P McDonald	54.10			1310	120	54.10	Park Lane 4
2025/31	Banked: 16/12/2025	117.84						
2025/31	P Bennett	117.84			1310	120	117.84	Annie Pit 28
2025/91	Banked: 19/12/2025	130.18						
2025/91	K Thornley	130.18			1310	120	130.18	Mountain View 5
FDMS191225	Banked: 19/12/2025	51.50						
FDMS191225	FDMS Allotments	51.50			1310	120	51.50	Allotment Rents
FDMS241225	Banked: 24/12/2025	20.19						
FDMS241225	FDMS Allotments	20.19			1310	120	20.19	Allotment Rents
FDMS241225	Banked: 24/12/2025	119.76						
FDMS241225	FDMS Allotments	119.76			1310	120	119.76	Allotment Rents
2025/191	Banked: 24/12/2025	89.08						
2025/191	F Elliott	89.08			1310	120	89.08	Soapery 6
REFUNDS	Banked: 31/12/2025	-100.00						
REFUNDS S	Smallwood	-25.00			1230	110	-25.00	Refund Inv 25-26/098
REFUNDS T	Dobinson	-25.00			1230	110	-25.00	Refund Inv 25-26/076
REFUNDS	Dirty Turtle Decals	-25.00			1230	110	-25.00	Refund Inv 25-26/079
REFUNDS R'	Olivers Creations	-25.00			1230	110	-25.00	Refund Inv 25-26/088
Total Receipts for Month		2,274.66	0.00	0.00			2,274.66	
Cashbook Totals		<u>1,093,842.09</u>	<u>0.00</u>	<u>0.00</u>			<u>1,093,842.09</u>	

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/12/2025	Autoserve Ltd	01DEC25	37.91	37.91		500			Maint for Estates Van Nov 25
01/12/2025	PayPal	5HH08325MS	200.00			240		200.00	Transfer funds to debit card
03/12/2025	Keith Watton	TRANSFER	127.40			4100	100	127.40	Expenses 755 Oct Mileage
04/12/2025	Adecco UK Ltd	234971/773	622.08	622.08		500			Temp Admin - w/e 21/11/25
04/12/2025	Newsquest Media Group	264853/771	1,138.80	1,138.80		500			Events Officer Vacancy Advert
04/12/2025	Newsquest Media Group	338677/772	474.00	474.00		500			Christmas Lights Switch On Ads
04/12/2025	Firpress Ltd	23336/VAR	873.60	873.60		500			Christmas Event Poster
05/12/2025	Travis Perkins Trading Company	871551/748	93.86	93.86		500			Turf Cutter Hire
05/12/2025	Tetra Tech Limited	074092/750	19,495.85	19,495.85		500			Feasibility Study - November
05/12/2025	Meaningful Marketing Limited	0542/751	1,200.00	1,200.00		500			WTC & Event Marketing Dec 25
05/12/2025	Business Stream	323483/754	114.91	114.91		500			Princess St Water Oct- Nov 25
05/12/2025	MKM BS Workington	032179/731	65.88	65.88		500			Tarmac Postcrete for N Schofie
05/12/2025	Deltawaite Limited	168382/756	121.50	121.50		500			Fleece Jackets
05/12/2025	Olivia Pascoe Tennis Coaching	OP0425/760	280.00	280.00		500			Tennis Sessions Nov 25
05/12/2025	Watson Dairies Ltd	291125/761	20.70	20.70		500			Milk For Towns Hall - Nov 25
05/12/2025	Thomas Kay Photography	X1281/762	325.00	325.00		500			Photography for Christmas
05/12/2025	Cumberland Council	400905/763	702.00	702.00		500			Princess St Refuse collections
05/12/2025	FuelGenie Business Account	280998/765	116.94	116.94		500			Fuel for Van & Equip Oct 25
05/12/2025	The Care of Trees	2592/768	2,150.00	2,150.00		500			Tree Survey Hall B & Newlands
05/12/2025	Electric Executive Cars Cumbri	053/758	120.00	120.00		500			Liberty X Transport
05/12/2025	Managed Technology Corporation	05DEC25	84.59	84.59		500			Printer support Nov-Feb 26
10/12/2025	A.W.Blake Ltd	144444/767	288.00	288.00		500			Barriers for Remembrance 25
10/12/2025	PRO-TECT UK	32226/759	1,949.40	1,949.40		500			Security for Christmas
10/12/2025	S J McGuckin Ltd	122501/770	4,740.00	4,740.00		500			Audio Hire for Christmas
10/12/2025	Cumbria Coal LTD	72683/757	264.00	264.00		500			Christmas Light Road Closure
11/12/2025	BNP Paribas Leasing Solutions	11DEC25	479.09	479.09		500			Lease Estates Van Nov/Dec 25
12/12/2025	FuelGenie Business Account	381906/765	120.15	120.15		500			Fuel for Van & Equip Nov 25
12/12/2025	WF Cascade	31858/776	122.19	122.19		500			WTCCC Cleaning Nov 25
12/12/2025	Cumbria Waste Recycling Limite	255180/784	194.40	194.40		500			Bins for Christmas Festival
12/12/2025	Gray Facepainting and Arts	2911/787	420.00	420.00		500			Facepainting at Christmas Fest

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/12/2025	Katy Leese Artistry and Face P	743/797	420.00	420.00		500			Facepainting at Christmas Fest
12/12/2025	Cumbria Action for Sustainabil	164/799	139.00	139.00		500			Carbon Literacy Training (KW)
12/12/2025	Christina Norman	25-008/800	72.00	72.00		500			Town Hall Cleaning Nov 2025
12/12/2025	Designs & Lines	4754/802	2,382.60	2,382.60		500			Vulcan Park Playground Marking
12/12/2025	Manx Telecom Trading Ltd	718494/777	24.01	24.01		500			Matrix Board Sim Cards Dec 25
12/12/2025	Screwfix	172033/VAR	118.86	118.86		500			CREDIT - Posthole Digger
12/12/2025	Gloria Wood - Crafty Kidz	25003/779	400.00	400.00		500			Children's Crafts at Christmas
12/12/2025	Amazon EU S.a.r.l. UK Branch	319839/785	6.49	6.49		500			Power Strip Cable Organisers
12/12/2025	Amazon EU S.a.r.l. UK Branch	319910/786	47.61	47.61		500			A3 Laminator
12/12/2025	Business Stream	490883/788	1,648.15	1,648.15		500			VP Water Jun to Dec 25
12/12/2025	Npower Ltd	583366/801	139.12	139.12		500			VP Café & Lights Nov 25
12/12/2025	Adecco UK Ltd	024903/803	622.08	622.08		500			Temp Admin - w/e 28/11/25
12/12/2025	First Data Europe Limited	12DEC25	55.22	55.22		500			VT Transaction Fees Nov 2025
12/12/2025	Card Saver Limited	12DEC2025	21.18	21.18		500			VT Transaction Fees Nov 2025
12/12/2025	PayPal	7CL88918LP	500.00			240		500.00	Transfer funds to debit card
16/12/2025	UK Debt Management Office	16DEC25	5,835.41	5,835.41		500			Repayment of PWLB Loan
19/12/2025	Total Energies Gas & Power	19DEC25	223.48	223.48		500			WTCCC Electricity Aug - Oct 25
19/12/2025	Arborscape	10732/813	960.00	960.00		500			Tree Removal Newlands Lane
19/12/2025	Bees Cumbria Ltd	7639/812	654.28	654.28		500			Stihl Hedgecutter Maintenance
19/12/2025	Cumberland Council	402605/808	33,968.58	33,968.58		500			Payroll September 2025
19/12/2025	Cumberland Council	403204/807	1,014.00	1,014.00		500			Refuse from P/St Jul-Sept 25
19/12/2025	MKM BS Workington	034051/818	57.84	57.84		500			Tarmac and Postcrete
19/12/2025	Olivia Pascoe Tennis Coaching	OP0525/815	120.00	120.00		500			Tennis Sessions Dec 25
19/12/2025	Screwfix	508492/VAR	279.27	279.27		500			10m Charging Cable for Van
19/12/2025	Trophies Sport & Leisure Ltd	4843/816	48.00	48.00		500			Bench Plaque B Cannon
19/12/2025	Zurich Insurance Plc	265345/814	786.12	786.12		500			Maint for Est Van Nov-Nov 26
19/12/2025	Fenland Leisure Products Ltd	69463/811	457.20	457.20		500			P/Ledger Electronic Payment
19/12/2025	Adecco UK Ltd	249477/857	816.48	816.48		500			P/Ledger Electronic Payment
19/12/2025	Npower Ltd	633386/VAR	3,249.28	3,249.28		500			Queen's Hut Electricity Nov 25
19/12/2025	Amazon EU S.a.r.l. UK Branch	EZAEUI/660	14.97	14.97		500			P/Ledger Electronic Payment
19/12/2025	Amazon EU S.a.r.l. UK Branch	NFAEUI/645	6.85	6.85		500			P/Ledger Electronic

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/12/2025	Amazon EU S.a.r.l. UK Branch	907932/636	92.32	92.32		500			Payment P/Ledger Electronic Payment
19/12/2025	Amazon EU S.a.r.l. UK Branch	AAAEUI/632	74.82	74.82		500			Payment P/Ledger Electronic Payment
19/12/2025	Judith Dickinson	TRANSFER	18.79			4100	100	18.79	Expenses 856 Mileage
22/12/2025	Daisy Communications Ltd	22DEC25	85.27	85.27		500			Purchase Ledger DDR Payment
Total Payments for Month			92,301.53	91,455.34	0.00			846.19	
Balance Carried Fwd			1,001,540.56						
Cashbook Totals			<u>1,093,842.09</u>	<u>91,455.34</u>	<u>0.00</u>			<u>1,002,386.75</u>	

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	97.97					97.97	
	Banked: 01/12/2025	200.00						
5HH08325MS	Current Bank A/c	200.00			200		200.00	Transfer funds to debit card
82932842LR	Banked: 03/12/2025	0.95						
82932842LR	PayPal Inc.	0.95			1999	100	0.95	Debit Card Cashback Bonus
38740392U2	Banked: 10/12/2025	0.26						
38740392U2	PayPal Inc.	0.26			1999	100	0.26	Debit Card Cashback Bonus
	Banked: 12/12/2025	500.00						
7CL88918LP	Current Bank A/c	500.00			200		500.00	Transfer funds to debit card
9X9379827T	Banked: 17/12/2025	0.30						
9X9379827T	PayPal Inc.	0.30			1999	100	0.30	Debit Card Cashback Bonus
41073634LC	Banked: 24/12/2025	2.24						
41073634LC	PayPal Inc.	2.24			1999	100	2.24	Debit Card Cashback Bonus
6JF9366035	Banked: 31/12/2025	0.16						
6JF9366035	PayPal Inc.	0.16			1999	100	0.16	Debit Card Cashback Bonus
Total Receipts for Month		703.91	0.00	0.00			703.91	
Cashbook Totals		<u>801.88</u>	<u>0.00</u>	<u>0.00</u>			<u>801.88</u>	

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/12/2025	Home Bargains	2TX64212LP	7.09			4250	100	7.09	Supplies for Christmas Event
02/12/2025	TESCO	1UP1950371	21.80			4250	100	21.80	Supplies for Christmas Event
03/12/2025	Home Bargains	1T2859809K	7.65		1.28	4250	100	6.37	Supplies for Christmas Event
04/12/2025	Post Office Ltd.	58D995542D	43.50			4180	100	43.50	2nd Class Stamps
11/12/2025	Home Bargains	5PV20957MM	1.98		0.33	4250	100	1.65	Gifts for Care Home Visits
11/12/2025	Morrisons	0S10566920	8.00			4250	100	8.00	Gifts for Care Home Visits
11/12/2025	Aldi Stores Ltd	3HC15542NC	9.78		1.63	4250	100	8.15	Gifts for Care Home Visits
11/12/2025	One Training Limited	106160168M	12.00	12.00		500			P/Ledger Electronic Payment
16/12/2025	Heron Foods	21A84936VY	0.95			4210	100	0.95	Milk for Town Hall
16/12/2025	B & M	3RX03237ER	3.75			4250	100	3.75	Gifts for Care Home Visits
16/12/2025	TESCO	4UX2864000	13.50			4250	100	13.50	Gifts for Care Home Visits
16/12/2025	B&Q	1PW57704F0	9.00			4250	100	9.00	Gifts for Care Home Visits
17/12/2025	The Royal George	0GD900173F	150.00			4210	100	150.00	WTC Staff Lunch
17/12/2025	Hyundai Power Products	5F691756BG	239.99	239.99		500			P/Ledger Electronic Payment
18/12/2025	Post Office Ltd.	2LH17773PD	3.60			4180	100	3.60	Recorded Delivery Letter
19/12/2025	TESCO	0MB8712937	13.15			4250	100	13.15	Gifts for Care Home Visits
20/12/2025	Halfords	34222507F5	39.99		6.67	4264	100	33.32	Mats for Estates Van
28/12/2025	Amazon EU S.a.r.l. UK Branch	1L735751-1	12.99	12.99		500			P/Ledger Electronic Payment
28/12/2025	Botanical Bliss Limited	1L735751-2	18.90	18.90		500			P/Ledger Electronic Payment
Total Payments for Month			617.62	283.88	9.91			323.83	
Balance Carried Fwd			184.26						
Cashbook Totals			801.88	283.88	9.91			508.09	

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 January 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2026	Current Bank A/c	875,331.99
31/01/2026	West Cumbria Credit Union	10,599.74
31/01/2026	Petty Cash	0.00
31/01/2026	PayPal	277.80

886,209.53

Receipts not on Bank Statement

0.00

Closing Balance

886,209.53

All Cash & Bank Accounts

1	Current Bank A/c	875,331.99
3	West Cumbria Credit Union	10,599.74
4	Petty Cash	0.00
5	PayPal	277.80
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	886,209.53

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,001,540.56					1,001,540.56	
FDMS090126	Banked: 09/01/2026	48.65						
FDMS090126	FDMS Allotments	48.65			1310	120	48.65	Allotment Rents 09/01/26
2025/58	Banked: 09/01/2026	115.84						
2025/58	J A Trevor	115.84			1310	120	115.84	Annie Pit 58
2025/30	Banked: 10/01/2026	117.84						
2025/30	C Quirk	117.84			1310	120	117.84	Annie Pit 27
po_1SoYqiK	Banked: 12/01/2026	19.08						
po_1SoYqiK	Stripe Payout	19.08			1255	120	19.08	VP Tennis Court Bookings
FDMS120126	Banked: 12/01/2026	82.98						
FDMS120126	FDMS Allotments	82.98			1310	120	82.98	Allotment Rents 12/01/26
2025/124	Banked: 15/01/2026	153.55						
2025/124	P Sorfleet	153.55			1310	120	153.55	Rosehill 8
2025/261	Banked: 15/01/2026	96.72						
2025/261	M Manning	96.72			1310	120	96.72	Wesley Street 2
2025/28	Banked: 15/01/2026	106.00						
2025/28	S Walters	106.00			1310	120	106.00	Annie Pit 25
2025/25	Banked: 15/01/2026	11.84						
2025/25	S Walters	11.84			1310	120	11.84	Annie Pit 25
2025/265	Banked: 16/01/2026	55.90						
2025/265	W Sowerby	55.90			1310	120	55.90	Wesley Street 6
FDMS160126	Banked: 16/01/2026	44.81						
FDMS160126	FDMS Allotments	44.81			1310	120	44.81	Allotment Rents 16/01/26
2025/60	Banked: 21/01/2026	91.84						
2025/60	M Thomson	91.84			1310	120	91.84	Annie Pit 57
210126	Banked: 21/01/2026	50.00						
210126	Cockermouth Town Council	50.00			1190	100	50.00	Mayor's Civic Diner
220126	Banked: 22/01/2026	50.00						
220126	M Heaslip	50.00			1190	100	50.00	Mayor's Civic Diner
2025/217	Banked: 23/01/2026	78.48						
2025/217	C L Fowler	78.48			1310	120	78.48	Stoneleigh 11b
AllotChqs	Banked: 23/01/2026	551.42						
AllotChqs	Allotment Holders	551.42			1310	120	551.42	Allotment Rents 23/01/26
2025/179	Banked: 26/01/2026	61.07						
2025/179	R Farr	61.07			1310	120	61.07	Siddick plot B
po_1StdQaK	Banked: 26/01/2026	7.26						
po_1StdQaK	Stripe Payout	7.26			1255	120	7.26	VP Tennis Court Bookings
FDMS270126	Banked: 27/01/2026	73.34						

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
FDMS270126	FDMS Allotments	73.34			1310	120	73.34	Allotment Rents
FDMS280126	Banked: 28/01/2026	107.06						
FDMS280126	FDMS Allotments	107.06			1310	120	107.06	Allotment Rents
280126-1	Banked: 28/01/2026	50.00						
280126-1	M Rollo	50.00			1190	100	50.00	Mayor's Civic Diner
280126-2	Banked: 28/01/2026	50.00						
280126-2	D Farrar	50.00			1190	100	50.00	Mayor's Civic Diner
FDMS280126	Banked: 28/01/2026	25.00						
FDMS280126	FDMS	25.00			1190	100	25.00	Mayor's Civic Diner
PID1093889	Banked: 29/01/2026	49.15						
PID1093889	SumUp Payments Acc.	49.15			1190	100	49.15	Mayor's Civic Diner
FDMS300126	Banked: 30/01/2026	126.84						
FDMS300126	FDMS Allotments	126.84			1310	120	126.84	Allotment Rents
CCLA Q3	Banked: 30/01/2026	1,603.62						
CCLA Q3	CCLA Fund Managers Limited	1,603.62			1160	100	1,603.62	LA Property Fund Dividend Q3
HMRC Q3	Banked: 30/01/2026	22,341.89						
HMRC Q3	HMRC	22,341.89			105		22,341.89	Q3 VAT Refund
300126-1	Banked: 30/01/2026	100.00						
300126-1	Fit 4 Life	100.00			1190	100	100.00	Mayor's Civic Diner
300126-2	Banked: 30/01/2026	50.00						
300126-2	E Fisher	50.00			1190	100	50.00	Mayor's Civic Diner
2025/79	Banked: 31/01/2026	94.48						
2025/79	C Pike	94.48			1310	120	94.48	Cranbourne Street 13
Total Receipts for Month		26,414.66	0.00	0.00			26,414.66	
Cashbook Totals		<u>1,027,955.22</u>	<u>0.00</u>	<u>0.00</u>			<u>1,027,955.22</u>	

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2026	Autoserve Ltd	02JAN26	37.91	37.91		500			Maint for Est Van Dec 25
05/01/2026	Cumberland Council	399890/809	23,500.00	23,500.00		500			Cont to WNP Salary
05/01/2026	PayPal	2RH957457V	250.00			240		250.00	Transfer funds to debit card
06/01/2026	Grenke Leasing Ltd	06JAN26-1	149.00	149.00		500			Printer Insurance 2026
06/01/2026	Grenke Leasing Ltd	060126-2	536.40	536.40		500			Printer Lease Jan to Mar 2026
06/01/2026	Adecco UK Ltd	255460/865	311.04	311.04		500			P/Ledger Electronic Payment
06/01/2026	Adecco UK Ltd	261466/866	692.06	692.06		500			P/Ledger Electronic Payment
07/01/2026	PayPal	4FY47963UP	500.00			240		500.00	Transfer funds to debit card
12/01/2026	BNP Paribas Leasing Solutions	910240/805	479.09	479.09		500			Lease for Est Van Dec/Jan 26
12/01/2026	Card Saver Limited	208574/878	14.70	14.70		500			Purchase Ledger DDR Payment
14/01/2026	Gala Lights Limited	25405/855A	40,000.00	40,000.00		500			Hire of Christmas Lights 2025
14/01/2026	PayPal	06123544SF	250.00			240		250.00	Transfer funds to debit card
15/01/2026	Arborscape	10677/862	558.00	558.00		500			Woodchipper Training x 3
15/01/2026	Bees Cumbria Ltd	76/4/863	188.99	188.99		500			Chainsaw Service/repair
15/01/2026	B and Q	526429/858	7.88	7.88		500			Screw for Mayoral Bench Plaque
15/01/2026	Business Stream	545209/871	111.63	111.63		500			WTCCC Water Nov to Dec 2025
15/01/2026	Cumberland Council	404249/875	29,308.12	29,308.12		500			WTC Payroll - Nov 2025
15/01/2026	Firpress Ltd	23725/VAR	372.00	372.00		500			Play Panel Rail Fixings
15/01/2026	FuelGenie Business Account	481856/867	94.66	94.66		500			Fuel for Van & Equip Dec 25
15/01/2026	Gala Lights Limited	25405/8858	14,685.03	14,685.03		500			Hire of Christmas Lights 2025
15/01/2026	First Data Europe Limited	JAN2026	53.14	53.14		500			VT Trans Fees Dec '25
16/01/2026	Gala Lights Limited	25405/VAR	10,000.00	10,000.00		500			Hire of Additional Lights 2025
16/01/2026	Kompan Scotland Ltd	212839/873	9,070.66	9,070.66		500			12 x Play Panels & 2 x Swings
16/01/2026	Lakes Electrical	122025/864	447.62	447.62		500			Repairs to Bowling Club Toilet
16/01/2026	Lloyds Ltd	183512/890	617.88	617.88		500			Service & Repairs to Ride-on
16/01/2026	Lockhart Leisure International	001873/879	4,278.90	4,278.90		500			Furniture Hire H/W & C/M 25
16/01/2026	Manx Telecom Trading Ltd	224877/877	24.00	24.00		500			Matrix Board Sim Card Jan 2026
16/01/2026	Meaningful Marketing Limited	0554/861	1,200.00	1,200.00		500			WTC & Event Mktg Dec 25
16/01/2026	Npower Ltd	750943/894	136.94	136.94		500			Queens Hut Elec Dec 25
16/01/2026	Npower Ltd	779666/899	58.29	58.29		500			Street Light 1/4/24 - 31/3/25
16/01/2026	Npower Ltd	780642/896	143.16	143.16		500			VP Café & Lights Dec '25
16/01/2026	Rialtas Business Solutions Ltd	33359/880	318.80	318.80		500			Rialtas Web Licence & Support
16/01/2026	R & J Industrial Supplies Ltd	96308/887	8.98	8.98		500			Threaded Bar - Siddick Defib

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/01/2026	Screwfix	897785/VAR	38.98	38.98		500			Drill Bit Set
16/01/2026	Cumbria Waste Recycling Limite	259900/889	340.56	340.56		500			Bins For Christmas Lights
16/01/2026	Watson Dairies Ltd	271225/872	13.80	13.80		500			Milk for Town Hall Dec 2025
16/01/2026	WF Cascade	31978/881	122.19	122.19		500			WTCCC Cleaning Dec 2025
16/01/2026	Christina Norman	25-009/800	36.00	36.00		500			P/Ledger Electronic Payment
22/01/2026	Daisy Communications Ltd	134100/930	85.27	85.27		500			WTCCC Phone & Broadband Feb 26
23/01/2026	PayPal	4RB3383878	250.00			240		250.00	Transfer funds to debit card
23/01/2026	Adecco UK Ltd	276233/915	692.06	692.06		500			Temp Admin w/e 9/1/26
29/01/2026	PayPal	7VD37376JP	250.00			240		250.00	Transfer funds to debit card
29/01/2026	Gala Lights Limited	25471/906	288.00	288.00		500			Repair C/mas lights cable
29/01/2026	Travis Perkins Trading Company	614858/VAR	396.46	396.46		500			Grano Dust & Wooden Pegs
29/01/2026	Tudor Environmental	440097/909	72.89	72.89		500			Replacement litter pick feet
29/01/2026	Wicksteed Leisure Limited	830458/912	929.83	929.83		500			Springy Hedgehog
29/01/2026	Screwfix	292701/VAR	335.76	335.76		500			15mm Nuts & PTFE Tape
29/01/2026	Firpress Ltd	23820/914	17.98	17.98		500			A4 Envelopes
29/01/2026	J R Bennett	5599/900	2,256.00	2,256.00		500			Plants for VP / Siddick /Ranch
29/01/2026	Cumberland Council	405623/920	1,588.86	1,588.86		500			Pest Control - Jan to Mar 2026
29/01/2026	Meaningful Marketing Limited	0565/922	1,200.00	1,200.00		500			WTC & Event Marketing - Feb 26
29/01/2026	Tetra Tech Limited	182476/925	2,090.39	2,090.39		500			Brewery House Land Valuation
29/01/2026	Business Stream	794294/929	93.26	93.26		500			WTCCC Water January 2026
29/01/2026	B and Q	027782/933	28.00	28.00		500			Green Paint & Brush Set
29/01/2026	Adecco UK Ltd	281767/934	692.06	692.06		500			Temp Admin w/e 16/01/26
30/01/2026	Lex Autolease Limited	911451/888	2,400.00	2,400.00		500			Lease for EV Van Dec - Jan
Total Payments for Month			152,623.23	151,123.23	0.00			1,500.00	
Balance Carried Fwd			875,331.99						
Cashbook Totals			1,027,955.22	151,123.23	0.00			876,831.99	

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		184.26					184.26	
	Banked: 05/01/2026	250.00						
2RH957457V	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
74V12866VR	Banked: 07/01/2026	0.60						
74V12866VR	PayPal Inc.	0.60			1999	100	0.60	Debit Card Cashback Bonus
	Banked: 07/01/2026	500.00						
4FY47963UP	Current Bank A/c	500.00			200		500.00	Transfer funds to debit card
4U42068419	Banked: 14/01/2026	0.76						
4U42068419	PayPal Inc.	0.76			1999	100	0.76	Debit Card Cashback Bonus
	Banked: 14/01/2026	250.00						
06123544SF	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
31L41224XA	Banked: 21/01/2026	0.83						
31L41224XA	PayPal Inc.	0.83			1999	100	0.83	Debit Card Cashback Bonus
	Banked: 23/01/2026	250.00						
4RB3383878	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
11X8531703	Banked: 28/01/2026	1.53						
11X8531703	PayPal Inc.	1.53			1999	100	1.53	Debit Card Cashback Bonus
	Banked: 29/01/2026	250.00						
7VD37376JP	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
Total Receipts for Month		1,503.72	0.00	0.00			1,503.72	
Cashbook Totals		1,687.98	0.00	0.00			1,687.98	

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/01/2026	Amazon EU S.a.r.l. UK Branch	7JM43177YL	119.99	119.99		500			P/Ledger Electronic Payment
05/01/2026	Amazon EU S.a.r.l. UK Branch	0DK695751D	85.00	85.00		500			P/Ledger Electronic Payment
07/01/2026	Currys Group Limited	3DS20204RH	246.99		41.17	4485	100	205.82	Printer & Monitor
08/01/2026	Imperative Training Ltd	41X2585461	228.00	228.00		500			2 x Defib Battery Packs
08/01/2026	Post Office Ltd.	8SL63019H3	43.50			4180	100	43.50	2nd Class Stamps
08/01/2026	Ryman Limited	4RM78894EX	8.99		1.50	4150	100	7.49	Date Stamp
08/01/2026	Amazon EU S.a.r.l. UK Branch	2CK30833-1	113.99	113.99		500			P/Ledger Electronic Payment
08/01/2026	Amazon EU S.a.r.l. UK Branch	2CK30833-2	25.30	25.30		500			P/Ledger Electronic Payment
08/01/2026	Amazon EU S.a.r.l. UK Branch	2CK30833-3	8.88	8.88		500			P/Ledger Electronic Payment
08/01/2026	Pre Runtop Limited	2CK30833-4	42.49	42.49		500			P/Ledger Electronic Payment
09/01/2026	Amazon EU S.a.r.l. UK Branch	59S80206XE	-119.99	-119.99		500			P/Ledger Electronic Payment
13/01/2026	Halfords	71A124523L	3.50		0.58	4860	120	2.92	Puncture Repair Kit
13/01/2026	Argos	8Y419016FH	25.00			4545	110	25.00	Christmas Trail Prize Voucher
14/01/2026	Post Office Ltd.	9WC13374VM	95.20			4180	100	95.20	Stamps & F&GP Agendas
20/01/2026	ATS Euromaster	29623695K6	69.00		11.50	4264	100	57.50	Tyre for Estates Van
22/01/2026	Post Office Ltd.	0W180697DG	27.50			4180	100	27.50	Full Council Agendas
22/01/2026	Ryman Limited	4KB12999FP	43.98		7.33	4150	100	36.65	Laminating Pouches
26/01/2026	Amazon EU S.a.r.l. UK Branch	0PR50093TW	233.28	233.28		500			P/Ledger Electronic Payment
27/01/2026	Amazon EU S.a.r.l. UK Branch	0CN04278WA	-85.00	-85.00		500			P/Ledger Electronic Payment
27/01/2026	Costway	0DP30725TV	135.95	135.95		500			180cm Conference Table
29/01/2026	Bloom & Wild Ltd	1B997953V1	20.80	20.80		500			P/Ledger Electronic Payment
30/01/2026	English Roses	4NR78509LT	36.98			4650	110	36.98	Rose for Bus Station 100th
31/01/2026	Marks & Spencer	0CB8729858	0.85			4210	100	0.85	Milk for Town Hall
Total Payments for Month			1,410.18	808.69	62.08			539.41	
Balance Carried Fwd			277.80						
Cashbook Totals			1,687.98	808.69	62.08			817.21	

Workington Town Council Budget Monitoring Report
Finance & General Purposes

As At
23-Feb

		Current Year 2025/26							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 23-Feb-26	Committed Expenditure	Balance at 23-Feb-26
100	Staffing								
4000	Salaries	307,592	0	0	0	307,592	248,656	45,673	13,263
4010	NI	37,696	0	0	0	37,696	29,313	6,641	1,742
4020	Pension	55,760	0	0	0	55,760	48,111	7,449	200
4100	Staff Mileage	1,000	0	0	0	1,000	533	0	467
4110	Training	8,000	0	0	0	8,000	1,833	0	6,167
4280	Advertising	250	0	0	0	250	954	0	(704)
4310	PPE	2,000	0	0	0	2,000	1,172	0	828
		412,298	0	0	0	412,298	330,572	59,763	21,963
100	Office								
4120	Telecoms & IT	36,968	0	0	0	36,968	16,518	20,534	(84)
4150	Printing & Stationery	1,500	0	0	0	1,500	700	0	800
4180	Postage	1,500	0	0	0	1,500	1,913	118	(531)
4210	General	5,000	0	0	0	5,000	5,514	526	(1,040)
4125	Marketing	7,000	0	0	0	7,000	5,715	500	785
		51,968	0	0	0	51,968	30,360	21,678	(70)
100	Finance								
4140	Insurance	7,500	0	0	0	7,500	1,672	5,500	328
4200	Audit Fees	4,000	0	0	0	4,000	2,318	231	1,451
4460	PWLB Capital Payment	5,200	0	0	0	5,200	5,099	0	101
4470	PWLB Interest Payment	6,700	0	0	0	6,700	6,572	0	128
		23,400	0	0	0	23,400	15,661	5,731	2,008

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

As At
23-Feb

		Current Year 2025/26							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 23-Feb-26	Committed Expenditure	Balance at 23-Feb-26
100	Property								
4190	Repairs & Renewals	11,000	0	0	0	11,000	918	0	10,082
4262	Fleet Lease	6,150	0	0	0	6,150	5,257	830	63
4264	Fleet Consumables	1,500	0	0	0	1,500	1,257	176	67
4270	Accommodation	16,501	0	0	0	16,501	8,325	10,883	(2,707)
4485	Asset Management	100,000	0	0	0	100,000	38,594	28,793	32,613
		135,151	0	0	0	135,151	54,351	40,682	40,118
100	Civic Governance								
4230	Elections	6,500	0	0	0	6,500	0	0	6,500
4250	Civic Functions	12,125	0	0	0	12,125	11,617	500	8
4160	Website	2,000	0	0	0	2,000	630	0	1,370
4170	Subscriptions and Memberships	3,452	0	0	0	3,452	3,179	0	273
4320	Mayoral Allowance	3,100	0	0	0	3,100	2,480	930	(310)
4340	Member Travel	500	0	0	0	500	648	0	(148)
4450	Trusteeship	12,800	0	0	0	12,800	4,692	0	8,108
4365	Twinning	5,000	0	0	0	5,000	0	0	5,000
4380	Member Development	750	0	0	0	750	0	0	750
4430	Legal and Professional	10,000	0	0	0	10,000	8,669	0	1,331
4490	Community Development Planning	10,000	0	0	0	10,000	(340)	0	10,340
		66,227	0	0	0	66,227	31,575	1,430	33,222
		689,044	0	0	0	689,044	462,519	129,284	97,241

Workington Town Council Budget Monitoring Report
Culture & Social Investment

As At
23-Feb

		Current Year 2025/26							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 23-Feb-26	Committed Expenditure	Balance at 23-Feb-26
110	Culture & Social Investment								
4545	Christmas	90,000	0	0	0	90,000	82,656	2,057	5,287
4595	Youth and Social Investment	22,000	0	0	0	22,000	13,562	392	8,046
4655	Festival of Running	10,000	0	0	0	10,000	8,356	700	944
4685	Reach Out	10,000	0	0	0	10,000	10,437	100	(537)
4652	Party in the Park	25,000	0	0	0	25,000	24,396	100	504
4650	Cultural Celebrations	44,700	0	0	0	44,700	32,990	3,634	8,076
4590	Funding	15,000	0	0	0	15,000	14,996	0	4
4580	Cultural Marketing	6,000	0	0	0	6,000	5,500	500	0
		222,700	0	0	0	222,700	192,893	7,483	22,324

Workington Town Council Budget Monitoring Report
Environment

As At
23-Feb

		Current Year 2025/26							
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 23-Feb-26	Committed Expenditure	Balance at 23-Feb-26
120	Environment								
4700	Street Displays	26,000	0	0	0	26,000	21,873	2,912	1,215
4705	Environmental Activities	3,000	0	0	0	3,000	661	1,000	1,339
4710	Green Grants	3,000	0	0	0	3,000	1,608	0	1,392
4810	Streetscene	10,000	0	0	0	10,000	10,315	254	(569)
4830	Vulcan Park	19,000	0	0	0	19,000	16,871	2,110	19
4840	Play Areas	45,000	0	0	0	45,000	40,059	2,166	2,775
4850	Allotments	24,700	0	0	0	24,700	11,081	7,901	5,718
4860	Estate Management	10,000	0	0	0	10,000	9,290	143	567
4870	Estate Development	201,000	0	0	0	201,000	121,627	48,634	30,739
4730	Nature Partnership	25,500	0	0	0	25,500	23,914	0	1,586
		367,200	0	0	0	367,200	257,299	65,121	44,780

Workington Town Council Budget Monitoring Report

Full Council

Current Year 2025/26							
	Agreed Budget	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 23-Feb-26	Committed Expenditure	Estimated Balance at 31-Mar-26
Finance & General Purposes	689,044	0	0	689,044	462,519	129,284	97,241
Culture & Social Investment	222,700	0	0	222,700	192,893	7,483	22,324
Environment	367,200	0	0	367,200	257,299	65,121	44,780
	1,278,944	0	0	1,278,944	912,711	201,888	164,345

Reserves	as at 23-Feb-26	
Balance brought forward		504,325
Precept Received	1,070,744	
All other receipts	132,954	
Total receipts		1,203,698
Staff costs	328,446	
Loan interest/capital repayments	11,671	
All other payments	572,594	
Total payments		912,711
Period end balance		795,312
Minimum reserve (25% of budget)		267,686
		527,626

est. to 31-Mar-26			
Committed		Budget	
	504,325		504,325
1,070,744		1,070,744	
139,189		139,189	
	1,209,933		1,209,933
388,209		410,048	
11,671		11,900	
714,719		856,996	
	1,114,599		1,278,944
	599,660		435,314
	267,686		267,686
	331,974		167,628

Workington Town Council Budget Monitoring Report

Income Received 2025/26

Current Year 2025/26					
Agreed Budget	Budget Revisions	Total Budget	Actual YTD Income	Anticipated Income	Income Variance

Finance & General Purposes							
1076	Precept	1,070,744	0	1,070,744	1,070,744	0	0
1150	Income Car Park	1,000	0	1,000	1,000	0	0
1160	Income - Dividend	7,500	0	7,500	4,428	7,092	4,020
1999	Income - Other	0	0	0	1,090	0	1,090
		1,079,244	0	1,079,244	1,077,262	7,092	5,110

Culture & Social Investment							
1200	Income - Party in the Park	0	0	0	1,385	0	1,385
1220	Income - Theatre by the Hall	0	0	0	305	0	305
1230	Income - Christmas Festival	0	0	0	3,180	0	3,180
1250	Income - Festivals	0	0	0	653	0	653
1255	Income - Sport	0	0	0	74	0	74
1265	Income - Reach Out	0	0	0	235	0	235
1280	Income - Festival of Running	0	0	0	3,097	0	3,097
1999	Income - Other	0	0	0	44	0	44
		0	0	0	8,973	0	8,973

Environment							
1100	Income - Grants & Donations	151,500	0	151,500	96,488	0	(55,012)
1255	Income - Sport	0	0	0	1,654	0	1,654
1300	Income - In Bloom Sponsorship	0	0	0	250	0	250
1310	Income - Rents	12,500	0	12,500	13,493	(857)	136
1999	Income - Other	0	0	0	5,578	0	5,578
		164,000	0	164,000	117,463	(857)	(47,394)
		1,243,244	0	1,243,244	1,203,698	6,235	(33,311)

DRAFT Budget 26-27

Finance & General Purposes		Budget 24-25	Base Budget 25-26	NR 25-26	Actual 25-26	Proposed Base Budget 26-27	Variation to base +/-	Non-recurring items 26-27 only	Budget use	Notes (estimated but not exhaustive breakdown)
Staffing										
	Salary	£303,560	£307,592		£283,330	£325,682	£18,090		Salaries for current staff, removal of EO, additional FT EW and PT BS (25/26 top scale point plus 5%) and any taxable allowances	
	NI	£30,594	£37,696		£25,939	£40,367	£2,671		National Insurance for staff (top of the scale)	
	Pension	£59,855	£55,760		£54,754	£64,926	£9,166		Pension contributions for staff (18.40% on top scale point) LGPS deficit (est £5k)	
	Staff associated costs				New code 26	£45,500	£45,500		Mileage DBS checks Recruitment PPE Salaries admin Fee (Cumberland) Event management fee (3 quarters)	
	Training	£8,000	£8,000		£8,004	£9,500	£1,500		Training for staff	
Office										
	Telecoms IT	£8,500	£36,968		£10,699	£35,000	-£1,968		IT contract Rialtas accounting software licence Canva design package licence WTCCC broadband Printer lease MCS Estate management software	£19,200 IT £2,200 Rialtas Licence (updated) £130 Canva Licence £1000 WTCCC Broadband £2,000 Printer Lease (inc consumables) £8,000 My Council Services software
	General	£5,000	£5,000		£5,894	£9,000	£4,000		HSBC bank charges ICO Data Protection registration Equipment Printing and stationery Postage	
	Marketing		£7,000		New code 25	£8,000	£1,000		Council marketing & comms strategy	
Finance										
	Insurance	£7,500	£7,500		£6,167	£9,150	£1,650		Premises Insurance PLI Vehicle Insurance	Current plus 10% increase, plus insurance for new van
	Audit Fees	£3,000	£4,000		£2,340	£3,000	-£1,000		Internal and external auditor fees	
	PWLB capital	£5,000	£5,200		£4,867	£5,400	£200		Repayment of loan capital	As per schedule of payments
	PWLB Interest	£7,000	£6,700		£6,804	£6,400	-£300		Repayment of loan interest	As per schedule of payments

Property							
Fleet lease	£5,500	£6,150		£5,602	£13,000	£6,850	Van lease and maintenance, tax x 2
Fleet consumables	£1,500	£1,500		£1,222	£2,000	£500	Fuel, antifreeze for vans
Accommodation	£15,000	£16,501		£9,604	£30,000	£13,499	WTCCC services Town hall rent and cleaning
Asset management		£100,000		New code 25	£55,000	-£45,000	£140,000 Fire safety checks Legionnaires Surveys Electrics Security CCTV PS alarm system Maintenance of WTCCC Maintenance of noticeboards, matrix signs and colour screen Maintenance of ride on mower
Civic Governance							
Elections	£6,500	£6,500		£6,633	£14,000	£7,500	Provision for one by-election. Additional budget for 2027.
Civic	£4,000	£6,125	£6,000	£4,257	£7,500	£1,375	Mayor Making Remembrance Civic Service Civic Dinner SSL License Robes and Regalia
Websites	£2,000	£2,000		£290	£1,500	-£500	Wix subscriptions (website hosting) Website domain registrations
Subscriptions and memberships	£2,600	£3,452		£2,896	£3,500	£48	NALC CALC SLCC Living Wage Foundation HSE Purple Guide
Mayoral allowance	£3,100	£3,100		£3,100	£3,100	£0	Annual allowance for the current Mayor, paid monthly over 10 months.
Member Travel	£500	£500		£500	£700	£200	Costs to cover travel expenses for members
Twinning		£5,000		£2,500	£5,000	£0	
Member Development	£750	£750		£320	£750	£0	Training for Councillors
Legal and professional	£10,000	£10,000		£8,718	£10,000	£0	Inc HR Support - Peninsula, £10k saving
Community Development Planning		£10,000		£0	£0	-£10,000	
Old codes							
Staff mileage	£0	£1,000		new code 25	£0		
Advertising	£250	£250		£0	£0		Moved to staff associated costs
PPE	£2,000	£2,000		£1,920	£0		Moved to staff associated costs
Printing & Stationery	£1,500	£1,500		£1,497	£0		Moved to general
Postage	£1,500	£1,500		£1,619	£0		Moved to general
Repairs & renewals	£5,000	£5,000	£6,000	£2,120	£0		Moved to Asset management
Contingency	£65,000	£0		Old code	£0		Chnaged to asset management in 25/26
Trusteeship	£5,000	£8,300	£4,500	£5,605	£0		Moved to Civic
Total F & GP	£569,709	£672,544	£16,500		£707,975	£54,981	£140,000
Total F & GP 26-27					£847,975		

Difference 25/26 v 26/27

£35,431



Workington Town Council

Marketing Review | April 2025 - January 2026

Prepared by
meaningfulmarketing

Report Contents

Aim 1: Increasing Community
Engagement

Aim 2: Promoting Key Services & Events

Aim 3: Enhancing Digital Presences

Aim 4: Strengthening Brand Identity

Portfolio: Social Media Graphics

Portfolio: Website Redesign

Portfolio: Print Marketing

Portfolio: Photos

Portfolio: Misc

Contact Details

Aim 1: Increasing Community Engagement

Channels Used: Facebook, Instagram, YouTube, Visit Workington Website & Email Marketing

We implemented a multichannel strategy which included launching a dedicated Workington Town Council Facebook Group. Our approach aimed to boost engagement by encouraging comments and shares across social media, increase event responses and attendance, and provide engaging event recaps through YouTube videos. We made sure that all comments were responded to promptly. Additionally, we improved the visibility of Visit Workington's website by updating SEO and redesigning the site, making it easier for the community to find relevant information online.

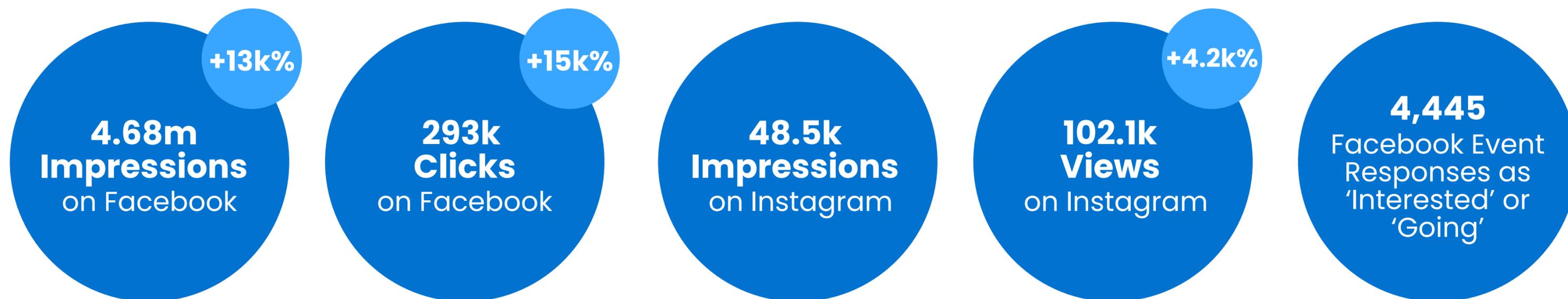


Data reflective of 16 April 2025 - 22 January 2026 using Metricool & Wix

Aim 2: Promoting Key Services & Events

Channels Used: Facebook, Instagram, Social Media Ads, Visit Workington Website, e-Newsletter & Print Media

To promote key services and events, we delivered a comprehensive mix of organic social media content—including event countdowns—set up Facebook Events to drive engagement, and ran targeted Meta Ads to reach both local and wider audiences across Cumbria. We also launched dedicated event webpages, distributed email newsletters, and produced print marketing materials such as posters and banners for both pre-event promotion and on-the-day visibility. To maximise reach and engagement, a content creator attended each event to capture and share live updates, stories, and post-event highlights across our channels, with selected clips also shared on YouTube.

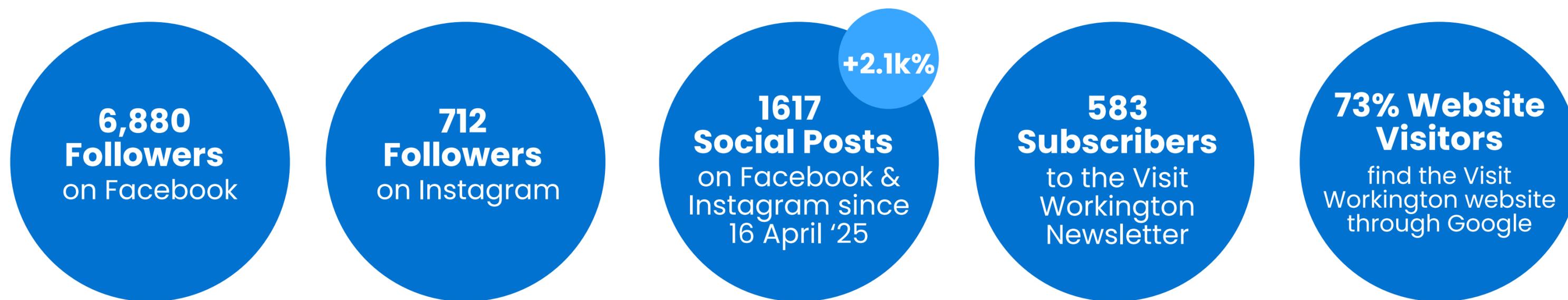


Data reflective of April 2025 – January 2026 using Metricool & Facebook

Aim 3: Enhancing Digital Presences

Channels Used: Facebook, Instagram, Visit Workington Website, e-Newsletter & YouTube

To strengthen Visit Workington's digital presence, we maintained consistent posting and active engagement across Facebook and Instagram, supported by targeted Meta Ads to boost awareness of social channels and events. We refreshed the Visit Workington website with a full redesign and improved SEO, making it easier for people to find via Google. Our efforts also included publishing blog content to support SEO, sharing event recaps and updates through our email newsletter, and posting 2 event highlights on YouTube to reach a wider audience.



Data reflective of April 2025 – January 2026 using Metricool

Aim 4: Strengthening Brand Identity

Channels Used: Facebook, Instagram, Visit Workington Website, e-Newsletter & Print

We strengthened Visit Workington's brand identity by refreshing the overall branding, redesigning the website, and creating social media templates to ensure consistent and resonant messaging. Each event received bespoke branding for added variety, and all content was carefully crafted to reflect the values of the local community.

Brand Refresh

We updated Visit Workington's branding.

Website Redesign

We redesigned and refreshed the website.

Templates

We created Social Media Templates to ensure Brand Consistency & Resonance.

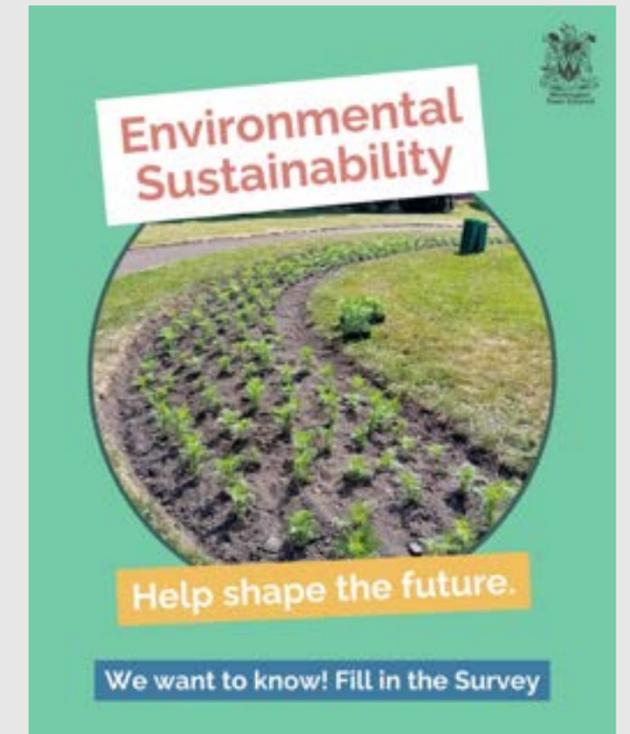
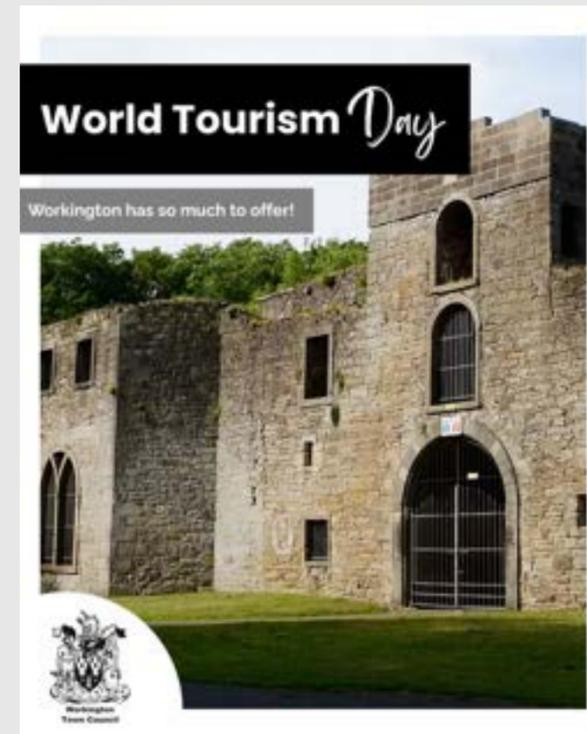
Bespoke Event Branding

We added variety by giving each event its own branding.

Content Creator

We ensured content matched the values of community.

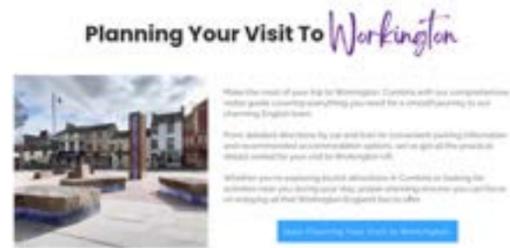
Portfolio of Work – Social Media Graphics Snippets



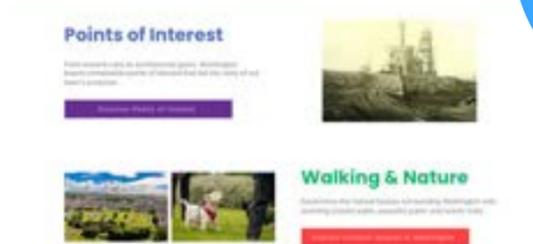
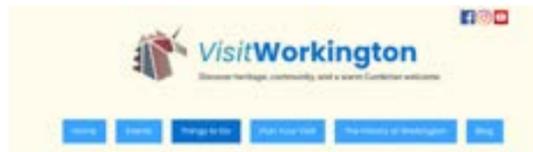
Portfolio of Work – Website Redesign Snippets



Homepage
A clear, easy to navigate homepage to engage visitors



Events
Easy to see what events & coming up & a taste of previous events



Things to Do
Pages link to other pages to increase backlinks & make it easier for users to explore

Portfolio of Work – Print Marketing – Banners, Posters & Flyers Snippets

Festival of Running
WORKINGTON

Sunday 10th August 2025
9am - 4pm
Workington Cricket Club

Half Marathon Starts at 9.30am
10k Starts at 9.45am
5k Starts at 1.30pm
1k Fun Run Starts at 4.30pm

Sign up at: www.visitworkington.co.uk/whats-on/festival-of-running

Party in the Park

SATURDAY 7th JUNE 2025
VULCAN PARK, WORKINGTON 11AM - 7PM

FUN FOR ALL THE FAMILY!
FREE EVENT - SMALL CHARGE FOR FUN FAIR

GIFT & CHARITY STALLS INSIDE MARQUEE

UDALE STREET CAR PARK | 11AM-5PM

Reach Out Event

What's On

Main Marquee

- 11.15am - 12pm: Meditation with Simone Walters from Sacred Space
- 12.15pm - 1pm: Suicide Prevention talk by Every Life Matters
- 1.15pm - 2pm: Meditation with Mindful Care
- 2.15pm - 3pm: Chair Yoga with Chandra Yoga Foundation
- 3.15pm - 4pm: Healing Sounds by Gabriel

Mini Marquee

- 11.15am: Meditation & Wellbeing for families with Mindful Care
- 1.15pm: Easing Stress & Anxiety with Simone Walters from Sacred Space
- 3.15pm: Healing Sounds with Gabriel
- 4.15pm: Sound Bathing with Simone Walters from Sacred Space
- 5.15pm: Finding Relief from Stress & Anxiety with Dina Exchange Meditation Centre

Learn to Cook

Helen from Helen's Herbs will be hosting three cooking demos where you can learn to cook healthy meals for FREE!

Sessions at 11.30am | 1pm | 2.30pm

Share your photos with us! #ReachOutEvent

CHRISTMAS LIGHT SWITCH ON

8th NOVEMBER 2025 10AM - 5PM WORKINGTON TOWN CENTRE

WHAT'S ON

ENTERTAINMENT & STAGE LINE UP

- FREE CHRISTMAS CRAFTS WITH CRAFTY KIDZ WEST CUMBRIA
- FREE POTTERY WORKSHOPS WITH PURPLE PHOENIX POTTERY CO
- FREE FACEPAINTING WITH GRAY'S AND KATY LEESE ARTISTRY
- GINGERBREAD WORKSHOPS
- GIANT SNOW GLOBE
- VR SLEIGH RIDE
- FOOD & DRINK VENDORS
- INFORMATION & LOST CHILD POINT

CHRISTMAS STALLS

GIFT & CHARITY STALLS

FUN FAIR

ELF TRAIL

Party in the Park

WHAT'S ON!

COMEDY SHOW LINE UP!

MAIN MARQUEE

- 11am - 1pm: Companion Show
- 2pm - 4pm: Talent Show
- 5pm - 7pm: Comedy Show

MAIN STAGE

- 11am - 7pm: Live Entertainment
- 1pm: Basil Bush and Mr Martin

ACTIVITIES & MORE!

- Graffiti Workshops by Beardy Synergy
- Face Painting with Grays Arts
- Crafts with Gloria Wood
- Fun Fair
- Food, Drink & Market Stalls

Participation in the Park is FREE to attend, but booking may be necessary for some activities. Please see our website for full details.

www.visitworkington.co.uk/whats-on/partyinthepark

Learn to Cook

Helen from Helen's Herbs will be hosting three cooking demos where you can learn to cook healthy meals for FREE!

Sessions at 11.30am | 1pm | 2.30pm

Reach Out 2025

SPOOKY SCIENCE BOOTH WORKSHOPS

Friday 31st October 2025

The Helena Thompson Museum

Free Sessions available:

- 11am - 12pm (10 places)
- 2.30pm - 3.30pm (10 places)

12.30pm - 1.30pm (10 places)

Tickets collected from The Helena Thompson Museum.

Tickets cannot be reserved.

These tickets do not include other museum activities.

www.visitworkington.co.uk/whats-on/halloween-2025

SENSORY HALLOWEEN SESSION

Friday 31st October 2025 (11am - 12.30pm)

The Helena Thompson Museum

Perfect for children with additional needs

11AM - 12.30PM: Sensory Spooky Science Booth Workshops

12.45PM - 1.30PM: Crafts - Scary Masks, Pumpkin Pickings, Pumpkin Parties, Face Painting

30 Tickets Available. £8 cash deposit - refunded on the day.

Tickets collected from The Helena Thompson Museum.

Tickets cannot be reserved.

www.visitworkington.co.uk/whats-on/halloween-2025

HALLOWEEN FESTIVAL

Friday 31st October 2025

The Helena Thompson Museum

- HALLOWEEN CRAFTS
- FACE PAINTING • PUMPKIN PICKING
- IMAGINATION PARTIES
- FUN FOR ALL!

Free Sessions available:

- 10.30am - 12.30pm (100 tickets)
- 1.30pm - 3.30pm (100 tickets)
- 3.30pm - 5.30pm (100 tickets)
- 5.30pm - 7.30pm (100 tickets)

12.30pm - 1.30pm (100 tickets)

Tickets collected from The Helena Thompson Museum.

Tickets cannot be reserved.

These tickets do not include other museum activities.

www.visitworkington.co.uk/whats-on/halloween-2025

HALLOWEEN IN WORKINGTON

Friday 31st October 2025

www.visitworkington.co.uk/whats-on/halloween-2025

Party in the Park

SATURDAY 7th JUNE 2025

VULCAN PARK, WORKINGTON 11AM - 7PM

COMPANION SHOW COMEDY SHOW LIVE MUSIC
FACE PAINTING GRAFFITI WORKSHOPS
FUN FAIR FOOD & DRINK STALLS
MARKET STALLS CRAFT ACTIVITIES
LOADS OF FUN FOR ALL!

Scan the QR Code to book your spot!

Festival of Running

Sunday 10th August 2025

There is an event for all running abilities and ages.

Needs, certificates, prizes, refreshments and massages available.

Half Marathon Starts at 9am
10k Starts at 9.15am
5k Starts at 1.30pm
1k Fun Run Starts at 4.30pm

For Full Details and to Enter, Please Visit:
www.visitworkington.co.uk/whats-on/festival-of-running

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For Full Details and to Enter, Please Visit:
www.visitworkington.co.uk/whats-on/festival-of-running

All work by meaningfulmarketing exc. Christmas Posters which the initial design was by Siobhan Bridge

Portfolio of Work – Content from Events (Photos Only – Snippets)



meaningfulmarketing works with an external Content Creator, Cecile Clarke, of Little Miss Social Media

Portfolio of Work – Misc & Feedback Snippets



Brand Refresh

Workington Town Council
Published by Instagram · 7 June 2025 · The Wizard · Dabidkka

What. A. Day! 🥳

Thank you to everyone who joined us for Party in the Park 2025!

Special thanks to:

- 👏 Our AMAZING volunteers
- 🎸 Rock With
- 🎤 Our amazing comedians
- 🐾 All our furry friends at the companion (dog) show
- 🎭 Our talented performers
- 👏 Our incredible workshop leaders
- 👏 Our fantastic fair operators
- 👏 All our wonderful stallholders
- 👏 Our brilliant Workington Town Council staff
- ...and most importantly, YOU for coming along!

You helped make Vulcan Park come alive today with laughter, fun and community spirit. Keep following us for more fantastic events coming to Workington!

#WorkingtonEvents #WhatsOnCumbria #WorkingtonWhatsOn #VisitWorkington #WorkingtonLife #VulcanPark #WorkingtonTown

#CommunityEvents #LocalEvents #CumbriaLife #CommunitySpirit #FamilyFun #ParkEvents-- in Workington.



Workington Town Council
Published by Instagram · 10 August 2025

A big THANK YOU to everyone who ran, cheered, and made the Festival of Running what it was today! 🙌

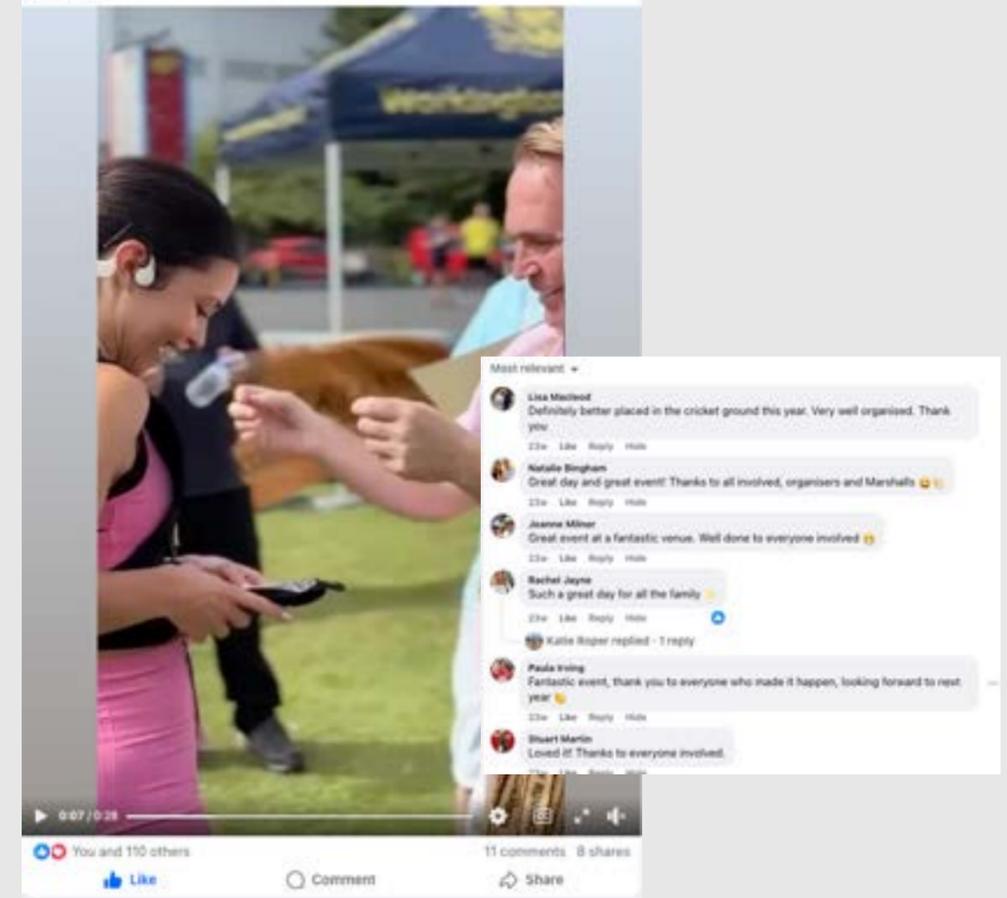
We couldn't have done it without you!

📸 Please share your photos with us by tagging us and using the #WTCFestivalOfRunning2025 - we'd love to see.

For future events, follow us on our social media or visit our website.

Until next time! 🏃🏃

#FestivalOfRunning #Workington #WhatsOnWorkington #Cumbria #CumbriaEvents-- in Workington.



All work by meaningfulmarketing

meaningfulmarketing+

Please get in touch if you have any questions – we're here to help.

Contact Details

Grace Scott – grace@meaningfulmarketing.org

Sam Baker – sam@meaningfulmarketing.org

Phone – 07745 1250 98

Thank you for working us in 2025 – 2026.

We'd be delighted to work with you again!

Grace and Sam
Co-Directors of meaningfulmarketing

www.meaningfulmarketing.org



Priority	PROJECT NAME	TIMELINE														Committee	COMMENTS	OFFICER	Status Key	Priority Key
		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	FINISH	# of DAYS					
	IT	In Progress	In Progress	Complete												F & GP	Complete	PY	Not Started	High
	MCS	In Progress	In Progress	In Progress	Complete											F & GP	In progress, go live 1st April 2026	PY	In Progress	Medium
	Park End Shelter	Planning	In Progress	In Progress	Complete											ENV	In progress, finish estimated in Spring	EC	Complete	Low
	The Ranch (tree planting)	Planning	Planning	Planning	Planning	Complete										ENV	Complete	SB	On Hold	
	Siddick (tree planting)	Planning	Planning	Planning	Planning	Complete										ENV	Complete	SB	Overdue	
	Stoneleigh	Planning	Planning	Planning	Planning	Planning	In Progress	In Progress	In Progress	Complete						ENV		SB	Under Investigation	
	Tennis Programme	Planning	Planning	Planning	Planning	In Progress	In Progress	In Progress	In Progress	Planning	Planning	Planning	Planning			CSI	Annual tennis programme approved by Culture. Investigating flood lights, funding and teacher training for schools sessions	SB		
	Acquisitions	INV								F & GP	Officers are investigating options/costs before committee/council approval	EC								
	Lamp-posts	Planning	Planning	Planning	In Progress	In Progress	Complete									ENV		SB		
	Miners Bench	Planning	Planning	Planning	Planning	In Progress	In Progress	In Progress	Complete							ENV	Cost approved by Environment, bench commissioned, contacted Highways for location approval	SB		
	Miners Wheel	INV	INV	INV	INV											ENV	Officers are investigating project options/costs before committee consideration	EC		
	Princess Street	Planning	Planning	In Progress	In Progress	In Progress	In Progress	Complete								F & GP	Currently out for tender to turn into estates depot.	EC		
	Brewery House	Planning	Planning	In Progress	Complete											F & GP	Work will start beginning of March, estimated 4 weeks to complete.	EC		
	Café	Planning	Planning	In Progress	Complete											F & GP	Demolition. Currently contacting services for disconnection. CCTV cable relocation being considered. Planning permission from Cumberland in progress	EC		
	Community Emergency Response	Planning	Planning	Planning	Planning	Complete											Discussions with WCERG and Cumberland Council to consider implications of WTC taking this over, will go to Environment for consideration/approval	EC		



WORKINGTON & DISTRICT

• TWINNING ASSOCIATION •

Carnegie Theatre and Arts Centre, Finkle Street, Workington CA14 2BD

INVOICE

Invoice No	WDTA 25-26 08
Date	23 January 2026
To	Workington Town Council Town Hall, Oxford Street, Workington CA14 2RS 01900 702986

Qty	Description	Unit £	Total £
	Funds in support of Workington & District Twinning Association activities in financial year 2025/26		2,500.00
		TOTAL	2,500.00

PAYMENT	We prefer prompt payment by BACS please
To	NatWest Bank
Sort Code	01-02-17
Account Name	Workington and District Twinning Association
Account No	27253015
Reference	WDTA 25-26 08 WTC
If by cheque, Send to	Workington & District Twinning Association C/O Mike Renouf 26 Newlands Lane Workington CA14 3NG

Report for 2025/26 to date and for 2026/27

Workington is twinned with Selm in Germany and Val de Reuil in France.

Towards the end of 2024 the Chair of the Twinning Association (WDTA) was invited to a meeting in the Town Hall by the chair of the Town Council's Finance and General Purposes Committee. The purpose was to discuss how we could reset relationships with WDTA following the decision of the last administration not to be involved with WDTA. There were several discussions and a decision made that the Town Council (WTC) would once more provide the secretariat for the Association and provide us with meeting space in the Town Hall. Effectively, Emma Chapman has provided the secretariat, with assistance from her own staff. The Secretariat has already clerked meetings of the Executive and has sent invitations to our twin towns to take part in some of our events.

2025/26

Here's a summary of the 2025/26 year's events around WTC's programme: WDTA involvement in bold

Date/s	Details
Fri 2nd to Mon 5th May 2025	Visit to Sztum, Poland
Wed 7 th May 2025	WTC Mayor Making, UK
Sat 7 th June 2025	WTC Party in the Park, UK
Fri 13 th & Sat 14 th June 2025	WTC Outdoor Theatre, UK
Thur 19th to Sun 22nd June 2025	Visit to Selm
Sat 13 th to Mon 14 th July 2025	Bastille Day celebrations in Val de Reuil
Sunday 10th August 2025	Workington Festival of Running
Sunday 19 th October 2025	20th Seine-Eure Marathon, Val de Reuil
Fri 28th Nov – Mon 1st Dec 2025	Carnegie Singers visit, Val de Reuil
Saturday 29 th Nov 2025	WTC Christmas Festival

Visit to Sztum, Poland, May 2025

Sztum in Poland is one of the twin towns of our French twin Val de Reuil. As a result of twinning events during 2024/5 in Val de Reuil, the mayor of Sztum had sent an invitation to the mayor of Workington to join them in Sztum for their festivities around Poland's Constitution Day on 3rd May 2025. Cllr David Farar and Cumberland Athletics Club representatives Dan and Vic Wilson were able to attend the celebrations, which included both running and civic events and local visits. Members

from Sztum's twin towns attended, including a delegation from Val de Reuil. The weekend forged some good friendships between twin towns and extended the twinning goodwill not only with Sztum but also with the wider links of our twinning with Val de Reuil.

Mayor Making, Party in the Park, Outdoor Theatre, May , June 2025

Invitations were sent our twin towns for these events in Workington and are sometimes taken up by our Twinning towns, with corresponding hosting and friendship events but there were no formal attendees from abroad at these events in 2025.

Visit to Selm, May 2026

A small group was invited to take part in the Annual Stadt Fest in Selm in June. Nine people managed to get there from Workington travelling in two separate groups and everyone was hosted by a family in the town. The weekend happened during a heat wave, at least by our standards, and the town was very busy with the activities of the festival. Friends from Selm's Polish twin town, Iwkowa, were present but unfortunately the French delegation of seven from Walincourt were unable to get there due to one of their number becoming ill suddenly. The Polish delegation did not have its lovely dance troupe with them this year, which was a pity as everyone enjoys them dancing in their national dress.

Bastille Day, Val de Reuil, July 2025

Sadly, no-one from Workington was free to be able to join our friends in Val de Reuil for the festive weekend around Bastille Day in 2025.

Festival of Running, August 2025

The acting President of the Twinning association in Val de Reuil came with her partner and young son and with one of the runners of the Athletics club in Val de Reuil to attend the Festival of Running here in Workington. The young family were hosted by a family here and the young runner was hosted in another family and a great weekend was had by all, including the French runner setting a record for the 5 km course here in Workington.

20th Seine-Eure Marathon, Val de Reuil, October 2025

Again, sadly no-one from Workington was free to be able to join our friends in Val de Reuil for the 20th Seine-Eure Marathon.

Carnegie Singers visit, Val de Reuil, November/December 2025

A grant of £1,200 was made from the Twinning Association to the Carnegie Singers to enable a subset of the choir to visit Val de Reuil at the end of November 2025 and to join in a joint concert with Val de Reuil's Chorale. The visit was an enormous success, and a separate report provides a summary. One of the outcomes is the proposal for a return visit from the Chorale to Workington at the end of November 2026 over the weekend of Workington's Christmas Festival.

Primary School links

WDTA has facilitated twinning links between two of Workington's primary schools and two primary schools in Val de Reuil. Progress is slow but there is willingness in all four schools to make it all work, connecting our children with French children via email and video links, managed within each school's curriculum and procedures.

2026/27

Organisation is progressing for a WDTA visit to Selm for their 2026 Iwkowa anniversary. Some members to confirm but so far seven attendees will be making the trip. The anniversary event will be part of their European Week celebrations, with WDTA members attending on the May 8th and 9th.

Five members from Selm will be attending the WTC Mayor Making on May 22nd. They will be arriving at Newcastle airport in the afternoon of May 22nd and transport will need to be arranged, potentially the hire of a minibus. There is a possibility that representatives from Val de Reuil may also attend. WDTA will also assist with any accommodation and hosting costs for the visit.

A trip to Val de Reuil to coincide with Bastille Day in July is proposed.

WDTA are hoping that delegations from Val de Reuil and Selm will join us for the Festival of Running on 2nd August 2026.

Members from Selm have expressed an interest in another visit to Workington in the autumn.

The Val de Reuil Chorale are already planning a visit to coincide with WTC Christmas Festival in November 2026

Future (2027/28)

The Tour de France stages for 2027 have been announced, with the Grande Depart on 2nd July 2027 being from Edinburgh to Carlisle and the second stage being from Keswick to Liverpool. Given the proximity it is proposed that there might be a tie-in to the 30th anniversary of twinning with Val de Reuil.

Costs

Net anticipated costs in 2025/26 are £1,618.64, comprising insurance £105.80, airport pickups £106.80, guest meal costs £206.04 and grant £1,200.

Budget costs for 2026/27 are currently £3,320, comprising insurance £120, airport pickups £600, hospitality (guest meal costs £800, gifts £200, entertainment £200), trips £200, grants £1,000, other £200.



A report of the visit to Val de Reuil, France, 28th November – 1st December 2025

Recruitment

The idea for the visit was first considered in the summer of 2024 and crystallised into a proposal in November when it was first announced to the choir members and to the Messiah Project choir. At that time it was more a concept, no dates having been fixed nor costs worked out, and people were reluctant to sign up under those circumstances. Over the next few months contact with a counterpart choir was established and, although not ideal, the weekend at the end of November was agreed upon, it being the least disruptive of each choir's existing programme for the year. This having been done and some basic cost calculations made, the visit was announced again and opened for recruitment. In the end a group of 15 people, consisting of Carnegie Singers members, Messiah Project members and non-singing partners. The group reduced to 14, one non-singing member withdrawing for health reasons.

Planning, preparation and travel

In September 2025 planning and preparations began in earnest. A schedule was drawn up for rehearsals and a WhatsApp group was established for effective communications. Rehearsals took place in the Carnegie in the hour before the main choir practice and drew mainly on the repertoire of the main choir with additional songs in French added. The method of travel was decided upon and reservations were made. It was decided that, given the time frame and the small nature of the group, it would be best to fly, Manchester to Paris Beauvais with Ryanair being the optimal choice. Travel to Manchester was in private cars and transfer from Paris Beauvais to Val de Reuil by bus provided by their twinning association. Over the course of the preparatory period there was regular liaison with our twinning and choir counterparts which was not only important in practical terms but also helped to build relationships in advance of the visit. In the week prior to departure a social event was organised to provide the opportunity for the Val de Reuil choir to test out its material and receive constructive feedback. This was well supported by Carnegie Singers members and proved invaluable in tweaking the quality of the presentation.

Outbound travel went very smoothly and the group arrived in Paris Beauvais on time. A representative of the Val de Reuil twinning association was there to greet us and to courier

us to Val de Reuil on a bus hired by them. Of the group three had opted to stay with a host family and the rest stayed in an Ibis Styles hotel in the town. The programme for the weekend ran as follows (for a fuller flavour, please see the diary of the weekend by one of the group).

Programme

Friday evening	Supper in local restaurant with members of the twinning association and some Conservatoire choir members
Saturday morning	Guided walking tour of parts of Val de Reuil
Saturday lunchtime	Communal lunch
Saturday afternoon	Rehearsal in the town centre's Theatre des Chalands – own material and joint items with the Conservatoire choir
Saturday evening	Joint concert in the Theatre des Chalands, including the presentation of gifts on behalf of the Carnegie Singers and town of Workington, followed by mixing and mingling and food and drink provided by choir members
Sunday	Day visit to nearby Rouen
Sunday evening	Supper and social event hosted by the twinning association in their headquarters. Presentation of a gift
Monday morning	Depart for home

Finance

The participants joined the visit on the understanding that they would be responsible for any personal costs incurred, principally travel and accommodation. However, a successful application to the Workington and District Twinning Association for a grant of £1200 allowed a small subsidy to be made to individuals, once other costs had been met; the town of Val de Reuil very generously paid for half of the hotel accommodation costs. A full breakdown is to be found below

Item	Cost
Gift - engraved kazoo	£28.00
Gift - presentation baton £34.99 + £9 engraving	£43.99
Gift - picture of Workington	£30.00
Ribbon (to decorate folders) £9.50 + £6.00	£15.50
Room hire - Carnegie	£180.00
Room hire - WAOS	£36.00
Photocopying	£9.28
MD's travel expenses	£280.20
MD's loss of earnings (Monday, 1st December)	£142.50
MD's accommodation	£103.58
Polo shirts printed	£137.96
Accommodation subsidy for hotel rooms	£192.99
Total	£1200.00

Conclusion

For all but two of the group this was a first-time visit to Val de Reuil. Without exception everyone was impressed with the warmth of the hospitality and the generosity of the people of Val de Reuil. Many friendships were struck over the weekend with promises of a reunion at some point in the future. The Carnegie Singers extended an invitation to the Conservatoire choir to visit Workington in 2026, the last weekend in November being mooted as a possibility. The exposure to a different culture was enlightening, enjoyable and beneficial and the status of Val de Reuil as a 'new' town made it particularly interesting.

On behalf of the Carnegie Singers I would like to thank the Workington and District Twinning Association for their generous grant towards the cost of this visit. We hope – we believe! – we represented the town well with distinction and contributed in some way to the furtherance of the relationship with Val de Reuil.

David Jones

Chair and Val de Reuil Project Leader

22.01.26

Diary of the visit to Val de Reuil - 28.11 - 1.12 2025

An early start on Friday to travel to Cockermouth and leave my car there so I could have a lift to Manchester Airport with Rakesh as driver and other passengers Jackie and Svea. I didn't realise how such strong bonds would be formed on the trip at this point, but we all chatted to get to know each other better and by the time we met up with the rest of the group at Manchester, we were like old friends! The flight across to France was fine and we made good time. Jeanne met us at Beauvais Airport and from the very start, she gave off friendly and welcoming vibes!

The drive to Val de Reuil was a wee bit longer than I'd expected and I think we were all pretty tired by the time we reached our hotel or host families, but there was a quick turnaround of getting ready for the evening ahead. Various cars took us in twos and threes to Edmond's Restaurant where we met even more members of the twinning group. The food was delicious but maybe we needed to have the protocols and courses explained to us a bit more as down our end of the long table, we weren't always sure what was going on. We topped the night off with an almost Flash Mob rendition of "Harbour" which went down a treat, then back to the hotel for a welcome night's sleep!

WhatsApp was so useful for organising ourselves in the hotel, so we all met up for breakfast and just hoped that the weather would stay fine for our walking tour of Val de Reuil. I'm not sure what any of us were expecting but the walk was so insightful with our new French friends explaining to us the ideas and planning behind the development of the town of Val de Reuil and proudly showed off the housing, schools and local amenities. Many of the twinning group had excellent English but even with those who hesitated, we managed to understand each other. Lunch was in what had been an old farm, hundreds of years before Val de Reuil was conceived and is now an arts centre with a restaurant in what I assume was the original farmhouse? Once again, we met new friends and over lunch had lots of chatter using language and helped out with (polite) hand gestures, picture from Google Search and Google Translate to get our words across.

A short rest back at the hotel and then time to change into our new choir polo shirts and get ready for the real reason for and the highlight of our trip. We rehearsed our songs for the concert, keeping our surprise for the evening. There was just a short time between rehearsal and the audience arriving. It was a free concert and I wasn't sure how big an audience we'd get because the weather wasn't very good either, but over about 30 minutes, the seats filled up with no spaces remaining! We listened to the Conservatoire Choir and I'm sure we were all impressed by the beautiful sound they made and James loved the fact they had 7 tenors! Quite a rarity even in a choir as large as this one! Then came our turn. It was quite nerve-wracking - with a small choir such as we were, on the visit, everyone has to be spot on and each voice makes a huge contribution to the final sound, but from the start we knew we were welcomed and our music was enjoyed by the audience. Rakesh's "Comme d'Habitude" was the best choice of a song in French that we could have had in our programme and as we continued singing the audience joined in clapping along to "the Drunken Sailor" and "Wellerman" and then roared with laughter when we performed "Beyond the Sea" and our Kazoo verse. The crowning glory was when both the choirs came together to sing "Locus Iste" with Stephen conducting then "Zadok the Priest" with Marie (the French MD) conducting and our encore? Marie started it off - "the Drunken Sailor".

Once the audience had disappeared, choir members, twinning committee and family/friends quickly put some tables in place which suddenly were heaving with all manner of delicious homemade dishes for a buffet and for those of us who aren't omnivores, our Val de Reuil friends had gone out of their way to produce tasty and beautifully presented food for us. Of course the mulled cider (Cidre du Normandie) and wine flowed! The night was amazing! We made so many new friends! I was taken aback by the beautiful comments and compliments from some audience members and lots of the Conservatoire Choir! We definitely made a hit and the song choices went down well! I felt proud to be a member of the Carnegie Singers and doing what I enjoy doing - entertaining folk! After the concert we had lovely conversations with two couples connected to the choir and didn't have too many issues with language because we have a shared understanding through music!

The journey back to the hotel was again in cars and I think we were all with a different driver to the last time and with different small groups of the choir. These short journeys gave us the opportunity to get to learn a bit more about the way the twinning group runs and a bit more about the Conservatoire Choir as well as more about each other in the Carnegie Singers! Some of the conversations were opened out a bit more into how people had arrived to live in Val de Reuil and the intricacies of how wars had changed the layout of the land and the territories belonging to various countries - all very interesting to hear different perspectives on what you think you learned in school!

Sunday was our last day and we were looking forward to a day in Rouen with a bit of retail therapy for some of us, a pub or a nice French coffee shop for others and of course we all wanted to experience something about Jeanne d'Arc and visit the beautiful cathedral. The surprise Jeanne had for us was a drive up in the bus to a viewing area which gave us about 270 degrees views of Rouen. We could see the cathedral and some of the other churches which make Rouen famous for its peels of bells. Of course, it was a fantastic photo opportunity and we took photos of the views, selfies and group photos. Our erstwhile bus driver, who had been with us since Beauvais Airport, was roped in to take group photos so no-one, French or English, was missed off! Next, we were deposited on the main road which runs alongside the River Seine. Jeanne led us to the Église Sainte-Jeanne-d'Arc and we took time to take in the atmosphere where this young girl met her end in such an horrific manner.

The square was filled with people enjoying their weekend and as we walked back under the Le Gros-Horloge we marvelled at the medieval timber framed buildings and noted how similar up the Shambles, in York, these were, but so much bigger and in such good repair.

Here we split up into smaller groups. We walked down to the Christmas Market outside the cathedral, taking in the sights and smells and feeling really Christmassy. Lunch was in a little French cafe, down a side street, then we hit the shops, or rather shop! A good rummage around in Monoprix from which we all emerged with some purchases. Next, we walked back down towards the cathedral where we met up with just about all of the group. It was magnificent inside. We found the monument where Richard the Lionheart's heart was buried after being gifted to Normandy (of course England and Normandy have had historical close ties over hundreds of years!) Then we made the decision to visit Historical Jeanne d'Arc - a multimedia exhibition telling the tale of this heroine within the Bishop's Palace at the side of the cathedral. It was an excellent choice as we learned how the events had

unfolded and the final chapter of the story, about the investigation into her trial a few years after her execution took place in the very room her actual trial had been!

Then it was time to meet up again to get the bus back to the hotel and get ready for our final dinner with our new friends. I'd not had raclette before so we shared another new experience! Once again the twinning group had worked hard to provide dinner for us and more cider and wine, interspersed with an occasional glass of water! So as the drinks flowed, so did the conversations and shared experiences. There was tinges of sadness as we left the rooms to return to our beds for our last sleep in Val de Reuil. I really felt I'd got to know quite a few of our new friends quite well and it had been a brilliant trip with teamwork from our family of Carnegie Singers - I think we all got that bit closer together too! We all played our part but we couldn't have done it without Jeanne, David, Stephen, Rakesh and Mike!

Looking forward to hopefully hosting our twin choirs and/or returning to our twin towns again soon! Ali

Comment

"To have had the opportunity to travel to Val-de-Reuil in November/December 2025 with representatives of the Carnegie Singers, was an opportunity not to turn down. I went to Val-de-Reuil for the first time in 2009 as a member of the School Choir of Southfield Technology College, and returning 16 years later has been nothing but lovely and amazing. We were very much looked after by our hosts from the Val-de-Reuil Twinning Committee and from the Conservatoire of Musique Choir whilst over there. The joint concert with the choirs was incredible and all members from both choirs served and represented their respective towns with dignity and with respect, but most importantly, it was like saying hello to friends that you haven't seen in ages. A highlight of the trip for me was, definitely, seeing my hosts from 2009 again all those years later. This was an experience that I'm not going to forget in a long time, and it was such a lovely thing to do after the success of the concert." James

We asked for any additional feedback on what went well and what could be improved. Here are the responses from different people:

What Went Well?

"The entire trip! The concert itself and the day in Rouen were highlights! Enjoyed meeting our hosts in Val de Reuil and getting to know them by chatting with them. The after-concert party was good fun and I think we were all blown away by the efforts of the twinning committee and the choir in Val de Reuil in putting together such a delicious spread! Different dietary requirements were very well taken care of! Car sharing by the Val de Reuil hosts was an excellent idea and this was where we did get to know several different people during the car journeys!"

"I thoroughly enjoyed the trip! I had never travelled previously, and we were made very welcome and treated incredibly well! The variety of activities we did in just a couple days was enjoyable and the French people we were with were lovely - their hospitality couldn't have been better!"

“I think it all went well: really good! It was an enjoyable trip from start to finish! The ride to the airport and the return went well. The hotel and the food was first rate. The people that we met were very friendly and really made us all welcome! Everything that was arranged and done for us was first class!”

“The visit was very well planned, a number of people in the group contributing to the planning and organisation and a well-thought out programme arranged by our counterparts in Val de Reuil. Planning and communication started well in advance of the visit which helped to avoid any last-minute hitches or complications. The programme in Val de Reuil was well-thought out and, in true twinning fashion, action-packed. With the early start and travel on Friday and the full programme on Saturday, the days were long and not a little tiring, but Sunday provided a chance to be more relaxed and catch our breath. The hospitality of our twinning hosts and the Conservatoire choir was warm and generous, and we were made to feel very welcome. The main focus of the visit - the joint concert on Saturday evening - went very well and we were shown enthusiastic appreciation by the audience. The generous grant from the Workington Twinning Association helped tremendously in covering the costs of the music director and those associated with room hire and music purchase. Contributions towards group members' costs were also appreciated.”

“The concert was in the smaller theatre in Val de Reuil. Both the Conservatoire members and Val de Reuil's twinning association members were surprised that the theatre filled right up with about 200 people. The Conservatoire choir had a varied programme which they performed well. We were told that the Carnegie choir and its repertoire made everyone (choirs and audience) relax and feel more like a family together, all of which made for an enjoyable experience for everyone.”

What could be improved?

“A little more down time - it wasn't a long visit and I appreciate that there was a lot to fit in but we didn't get much time to gather ourselves together on the Friday evening and between the walking tour and everything else on the Saturday. Also appreciate that our hosts take longer enjoying a meal than most of us usually give to eating and dining? Maybe an additional day would have been helpful and possibly setting up mini groups from both countries that could rotate/change for different activities/meals which would be dependent on which Val de Reuil hosts were available for which parts of the visit.”

“It would be nice if we had a bit more integration activities with the French group, as it is sometimes hard to step out of what we know. Some group/team building activities would have been good to break the ice and get to know each other better.”

“Nothing!”

“There might have been a little down time included in the programme on Saturday to help recharge the batteries for the evening concert. Otherwise, this was a highly successful visit with new friendships being formed within the group and with the people of Val de Reuil.”

“While the Ibis Styles hotel served well, it had one or two teething problems on arrival and no lift, but otherwise had everything needed and was quite a bit cheaper than the Mercure, and Val de Reuil Twinning paid half the bill!”

Workington Town Council

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Subject Access Request Form

This form is to be used when you wish to make a request to Workington Town Council for a copy of the personal data it holds on you. Please refer to the Council's Subject Access Request policy for more information on your right of access.

Upon completion, please return the form to:

Emma Chapman, Chief Officer
emma.chapman@workingtontowncouncil.gov.uk

Your request will be dealt with without undue delay, and within one month at the latest. In certain circumstances, for example if your request is complex, the time frame can be extended by a further two months. You will be informed if an extension is required. You will be informed of the decision in relation to your request within the time frame permitted. Please note that your request is not absolute and there may be reasons why the Council may legally decline your request, or decline it in part whilst allowing access to the remainder of the data sought. If this is the case, you will be informed of those reasons.

Please complete the following sections of this form in as much detail as possible to aid the efficient handling of your request.

Personal details

Title:	
Forename(s):	
Surname:	
Department:	
Home address:	
Contact no:	
Email address:	

Information you wish to have access to

Please use the space below to describe, in as much detail as possible, the information you wish to have access to. If appropriate, please include any dates relevant to the information sought.

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Declaration (please read this carefully before signing)

I confirm that I am the person named above and the information requested is my personal data.

I have included evidence with this request which verifies my identity.

I understand that, if I have not provided such evidence, the Council is under no obligation to comply with my request until I have provided that information.

Signed:		Date:	
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Office use only	
Date form received	
Date request must be complied with	
Is extension required? If so, provide explanation	
Date data subject informed of extension	
Extended date by which request must be complied with	
Is access to be granted?	
Date data provided (attach copy of letter to this form)	
If full access is not granted, provide reasons here	

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WORKINGTON TOWN COUNCIL

SUBJECT ACCESS REQUEST POLICY

1. AIM

You have a right, under the General Data Protection Regulation, to access the personal data the Council holds on you. To do so, you should make a subject access request, and this policy sets out how you should make a request, and our actions upon receiving the request.

2. DEFINITIONS

“Personal data” is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier, including your name.

“Special categories of personal data” includes information relating to:

- a) race
- b) ethnic origin
- c) politics
- d) religion
- e) trade union membership
- f) genetics
- g) biometrics (where used for ID purposes)
- h) health
- i) sex life or
- j) sexual orientation.

3. MAKING A REQUEST

Although subject access requests may be made verbally, it is advised that a request may be dealt with more efficiently and effectively if it is made in writing. If you wish to make a request, please use the Council’s Subject Access Request form.

Requests that are made directly by you should be accompanied by evidence of your identity. If this is not provided, you may be contacted to ask that such evidence be forwarded before your request is complied with.

Requests made in relation to your data from a third party should be accompanied by evidence that the third party is able to act on your behalf. If this is not provided, the third party may be contacted to ask that such evidence be forwarded before the request is complied with.

Adopted by Full Council at a meeting on XXXXXX (Min XX.XX)

4. TIMESCALES

Usually, your request will be complied with without delay and at the latest within one month. Where requests are complex or numerous, an extension of time may be required. The maximum extension period is two months.

5. FEE

A request will normally be complied with at no cost. However, if the request is manifestly unfounded or excessive, or if it is repetitive, you may be contacted requesting a fee. This fee must be paid in order for us to comply with the request. The fee will be determined at the relevant time and will be set at a level which is reasonable in the circumstances.

In addition, a reasonable fee may be charged if you request further copies of the same information.

6. INFORMATION YOU WILL RECEIVE

When you make a subject access request, a reasonable and proportionate search will be carried out for the personal data held on you by the Council that you have requested. You will be informed of:

- a. whether or not your data is processed and the reasons for the processing of your data;
- b. the categories of personal data concerning you;
- c. where your data has been collected from if it was not collected from you;
- d. anyone who your personal data has been disclosed to or will be disclosed to, including anyone outside of the European Economic Area and the safeguards utilised to ensure data security;
- e. how long your data is kept for (or how that period is decided);
- f. your rights in relation to data rectification, erasure, restriction of and objection to processing;
- g. your right to complain to the Information Commissioner if you are of the opinion that your rights have been infringed;
- h. the reasoning behind any automated decisions taken about you.

7. CIRCUMSTANCES IN WHICH YOUR REQUEST MAY BE REFUSED

The Council may refuse to deal with your subject access request if it is manifestly unfounded or excessive, or if it is repetitive. When it is decided to refuse your request, you will be contacted without undue delay, and at the latest within one month of receipt, to inform you of this and to provide an explanation. You will be informed of your right to complain to the Information Commissioner and to a judicial remedy.

Your request, or part of it, may also be refused because of the types of information requested. For example, information which is subject to legal privilege or relates to management planning is not required to be disclosed. Where this is the case, you will be informed that your request cannot be complied with and an explanation of the reason will be provided.

8. REFERENCES

The personal data included in a confidential reference is exempt from the right of access when provided for the purposes of:

- education, training, or employment of someone;
- someone working as a volunteer;

Adopted by Full Council at a meeting on XXXXXX (Min XX.XX)

- appointing someone to office; or
- provision of any service by someone.

The exemption applies regardless of whether the Council is giving or receiving the reference.

9. CONTACT DETAILS

Chief Officer
Workington Town Council
Town Hall
Oxford Street
Workington
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01900 702986
emma.chapman@workingtontowncouncil.gov.uk

The Mayor of Workington
Please check the latest contact details at www.workingtontowncouncil.gov.uk

DRAFT

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WORKINGTON TOWN COUNCIL SURVEILLANCE CAMERA POLICY

Purpose

The purpose of this policy is to regulate the management, operation and use of the Council's Closed-Circuit Television (CCTV) and video doorbell systems. A CCTV system is installed externally in Vulcan Park for the purpose of enhancing the security of the area and its associated equipment. The CCTV is in continual operation and is intended for the purposes of:

- Protecting Town Council buildings and assets
- Promoting the health and safety of visitors
- Preventing bullying and/or intimidation by individuals and/or groups
- To reduce crime and anti-social behaviour
- Supporting the police in a bid to deter and detect crime

The Council uses a video doorbell system at the Town Hall for the purpose of communicating with visitors to the offices and lone working.

The Council is registered with the Information Commissioner's Office (ICO) under the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Scope

This policy relates directly to the location and use of CCTV and video doorbell systems. This includes the monitoring, recording and subsequent use of such recorded material. The Council complies with ICO video surveillance guidance to ensure they are used responsibly and safeguards both trust and confidence in their use.

CCTV warning signs are prominently placed in areas where CCTV is used.

The placement of the CCTV cameras endeavours to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every incident taking place in the areas of coverage. Video monitoring of public areas for security purposes is limited to uses that do not violate the individual's reasonable expectation to privacy.

All CCTV and video doorbell systems and associated equipment will be required to comply with this policy following its adoption by the Council. Recognisable images captured by systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation and Data Protection Act 2018.

Location of Cameras

All cameras are sited so that they only capture images relevant to the purposes for which they have been installed and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of any future equipment is carefully considered to ensure that the images captured comply with the legislation.

Signage

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Council ensures that this requirement is fulfilled, with signs clearly showing the following:

- That the area is covered by CCTV surveillance and pictures are recorded.
- The purposes of using CCTV.
- The name of the Council.
- The contact telephone number for enquiries

Storage and retention of images

Recorded data will not be retained for longer than 30 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The Data Protection Act and GDPR does not prescribe any specific minimum or maximum retention periods that apply to all systems or footage. Therefore, retention beyond the standard 30 days will reflect the Council's specific purposes for recording information, and how long it is needed to achieve these purposes.

The Council will store data securely at all times.

Access to images

Access to recorded images will be restricted to authorised personnel only. In line with Data Protection, the CCTV controls are located in a secured office and on mobile apps which can only be accessed by authorised persons. Supervising the access to and maintenance of the CCTV System is the responsibility of the Council.

Access and disclosure of images to third parties

There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police.

If there are any concerns as to disclosure, then the Council will seek expert advice from a Data Protection Officer in the first instance and appropriate legal advice as required.

Access Requests

Individuals have the right to request footage relating to themselves under the Data Protection Act and GDPR via a Subject Access Request (SAR). All SARs should be made to the Chief Officer.

Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified, e.g. time, date and location.

The Council will endeavour to respond to requests within one calendar month of receiving the request, starting from the day of receipt. If the request is complex or multiple requests are submitted at the same time, the response time may be a maximum of three calendar months.

The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Responsibilities

The Council retains overall responsibility and will:

- Ensure that the use of surveillance systems is implemented in accordance with this policy.
- Oversee and co-ordinate the use of the Council's surveillance systems for safety and security purposes.
- Ensure that all the surveillance systems are evaluated for compliance with this policy.
- Ensure that the Council's surveillance monitoring is consistent with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or recorded materials stored in compliance with this policy.
- Maintain a record of access to or the release of any material recorded or stored in the system.
- Ensure that the perimeter of view from cameras conforms to this policy.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals.
- Ensure that camera control is solely for the purposes detailed in this policy.
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

Privacy impact assessments

Surveillance systems have the potential to be privacy intrusive. The Council will perform a privacy impact assessment when installing or moving cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary.

Policy Review

The Council are responsible for monitoring and regularly reviewing this policy. In addition, changes to legislation, national guidance, codes of practice or information commissioner advice may trigger interim reviews.

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WORKINGTON TOWN COUNCIL SEXUAL HARASSMENT POLICY

Policy

Workington Town Council is committed to providing a work environment free from all forms of discrimination and harassment, including sexual harassment. This policy outlines the council's approach to sexual harassment and the procedures for reporting and addressing such behaviour. This policy covers all Town Council employees and councillors.

Definition of Sexual Harassment

Sexual harassment is any unwanted behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. It can include, but is not limited to:

- Unwelcome sexual advances.
- Inappropriate touching or physical contact.
- Sexual jokes or comments.
- Displaying sexually explicit materials.
- Sending sexually explicit emails or messages.

Duty to Prevent Sexual Harassment

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, the council has a duty to take reasonable steps to prevent sexual harassment in the workplace. This includes:

- Implementing preventive measures such as regular training and clear communication of this policy.
- Creating a culture of respect and inclusion.
- Taking proactive steps to identify and mitigate risks of sexual harassment.

Reporting Procedure

If you experience or witness sexual harassment, you should report it to your manager or the Chief Officer. If the complaint is made by the Chief Officer, it should be reported to The Mayor or Chair of Finance and General Purposes. Reports can be made in person or via email.

Handling Sexual Harassment Complaints

All complaints will be taken seriously and handled promptly and sensitively. If proven, the council will take prompt and effective action. Any employee found to have engaged in sexual harassment may face disciplinary action, which may include dismissal. Councillors may also be subject to appropriate actions if found to be engaged in sexual harassment. Complaints against individual Councillors will be dealt with by the Monitoring Officer of the principal authority.

Procedure

The process will include:

- Acknowledging receipt of the complaint
- Conducting a thorough and impartial investigation
- Keeping all parties informed of the progress
- Ensuring confidentiality as much as possible

Subject to the outcome of an investigation, the council may consider a range of formal and, potentially, informal options where both the council and the person making a complaint think this is appropriate.

Informal Action

For example, this might include:

- Explaining to the person who's been complained about why their behaviour was not acceptable and that it needs to change.
- Arranging mediation between the people involved.

Formal Action

A formal procedure will be followed either:

- When informal options have not or would not work or be appropriate or.
- A formal complaint is made at the outset.

Disclosure of Sensitive Communications

The council will handle sensitive communications with the utmost care. This includes:

- Maintaining the confidentiality of all parties involved
- Ensuring that any sensitive information disclosed during the investigation is protected
- Following legal guidelines on privilege and disclosure to ensure that sensitive communications are only shared with those who need to know.

Supporting People in Speaking Up About Sexual Harassment

The council recognises the importance of supporting individuals in speaking up about sexual harassment. The council recognises that creating and maintaining an open, respectful culture is key to doing so and, to foster a safe environment for reporting, the council will:

- **Reduce Psychological Barriers:** Acknowledge the difficulty of speaking up and provide reassurance that reports will be taken seriously and handled with sensitivity.
- **Lessen Social Threats:** Make it clear that the intention of reporting is to improve the workplace environment, not to target individuals.
- **Provide Clear Reporting Channels:** Ensure that people know how and where to report incidents, and that they can do so without fear of retaliation.
- **Offer Support and Resources:** Provide access to counselling and support services for those who report harassment.
- **Encourage a Speak-Up Culture:** Regularly communicate the importance of speaking up and, if reasonably possible, provide training on how to do so effectively.

Additional Steps for Management

The council also recognise that creating an open and respectful culture is primarily the responsibility of the council. To further ensure a harassment-free workplace, management will:

- **Include in Policies and Training:** Ensure that our zero tolerance of sexual harassment is properly reflected in other policies, induction and on the job training.
- **Lead by Example:** Demonstrate zero tolerance for sexual harassment through their own behaviour and actions.
- **Communicate Clearly:** Communicate the importance of a harassment-free workplace and the steps being taken to ensure it.
- **Report Instances:** The Chief Officer will report any complaints about sexual harassment to The Mayor and Chair of Finance and General Purposes and, if appropriate, other reporting action taken.
- **Regular Training:** Conduct annual training sessions for all employees, and councillors on recognising, preventing, and addressing sexual harassment.

Support for Affected Individuals

The council will provide support to anyone affected by sexual harassment, including access to counselling services and adjustments to work arrangements if needed.

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WORKINGTON TOWN COUNCIL INFORMATION TECHNOLOGY POLICY

1. Purpose

The purpose of this policy is to establish clear parameters for how Councillors and staff use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems.
- Raise awareness of risks associated with IT use.
- Safeguard the Council's data and digital assets.
- Clarify what constitutes acceptable and unacceptable use.
- Outline the consequences of policy breaches.

2. Scope of this policy

This policy applies to all Councillors and staff regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

3. Computer use

Council computer equipment is provided for Council purposes; however reasonable personal use is permitted. Any personal use of computers and systems should not interrupt expected council work in any way. Councillors and staff should restrict any personal use to official breaks or before or after working hours. Councillors and staff are expected to adhere to the guidelines in sections 11 (Use of the Internet) and 12 (Use of Social Media) when using council devices for personal use.

The serial number of all IT devices will be logged against the user they are issued to, with a database of equipment issued kept on record until returned.

All portable devices must be stored safely and securely when not in use on council premises, i.e. when travelling or when working from home. Portable devices (unless locked in a secure cabinet or office) should always be kept with or near the user and should not be left unattended when away from council premises.

All devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Any security set on council devices must not be disabled or removed.

All Councillors and staff must lock their devices when leaving them unattended on Council premises to prevent unauthorised access. This applies to all Council and personal devices used for work.

Personal USB sticks, memory cards, CDs, DVDs or external data storage devices cannot be used on Council computers without the prior approval of the Chief Officer.

Councillors and staff are not to purchase any computer or mobile equipment (including software), unless previously authorised.

4. Equipment Care

All devices supplied should be treated with good care at all times. IT equipment is expensive, and any damage sustained to equipment will have a financial impact on the council.

Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

Equipment should not be dismantled or reassembled without seeking advice.

Any faults or necessary repairs must be reported to the Council's IT provider via the service desk as soon as possible.

If an item of IT equipment is lost or damaged this should be reported to the Chief Officer as soon as possible. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the cost of the loss/damage.

5. Use of own devices

The Council recognises that some Councillors and staff may wish to use their own smartphones, tablets, laptops or desktop PCs for conducting Council business, including, but not limited to, reading their emails, accessing documents stored on the Council's cloud storage or to access data in other services. Any such use of personal devices will be at the discretion of the council, but consent will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

Passwords used to access council systems and services should not be stored on personal devices.

Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

Councillors, staff and other authorised persons that use Council systems are expected to use all devices in a legal, ethical and respectful manner and in accordance with this policy.

Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people.

The user should maintain a clear separation between the data processed on the council's behalf and that processed for their own personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

In cases of legal proceedings against the council, the Council or it's IT Provider may need to temporarily take possession of a device, whether council-owned or personal, to retrieve any relevant data.

6. Health and safety

Councillors and staff who work in council offices will be provided with an appropriate workstation. The council will meet the requirements of Display Screen Equipment Regulations, as further detailed in the council's Health and Safety policy.

7. Passwords and Authentication

All user accounts must be protected by strong, secure passwords. Passwords should never be shared and should not be reused for personal accounts.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible.

Users are responsible for creating and maintaining secure passwords for their accounts. Passwords must not be stored in plain text or written down in insecure locations. Users must immediately change passwords if they are suspected to have been compromised.

8. Monitoring

The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

The council will monitor the use of electronic communications and use of the internet in line with The Investigatory Powers (Interception by Businesses etc. for Monitoring and Record-keeping Purposes) Regulations 2018.

The information obtained through monitoring may be shared internally, including with relevant councillors and staff, if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

Councillors and staff have rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's Data Protection policy.

The council reserves the right to inspect all files stored on its computer systems to assure compliance with this policy.

Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

All computers will be periodically checked and scanned for unauthorised programmes and viruses.

9. Remote working

If logging into the council's systems or services remotely, using computers that either do not belong to the Council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used.

Papers, files or computer equipment used for council business must not be left unattended when not on council premises unless stored in a secure location.

Councillors and staff who work away from the office are expected to take all reasonable steps to ensure that any sensitive data is kept secure.

Accessing council systems on public or unsecured Wi Fi is prohibited.

10. Email

All Councillors and staff who need to use email as part of their role will be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

Email messages sent on the council's account are for council use only. Personal use is not permitted.

Suspicious emails or files received to a council email account must not be opened and should be reported to the Chief Officer.

11. Use of the Internet

Copyright

Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

Councillors and staff should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' and information which is not protected by copyright.

Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

Trademarks, links and data protection

The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Chief Officer.

Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's Data Protection policy.

12. Use of social media

Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites; social networking sites; virtual worlds; text messaging and mobile device communications and more traditional forms of media such as TV and newspapers.

Personal use of social networking/media and chat sites on council devices should be restricted to breaks during working hours, or after hours with permission.

Only authorised staff, councillors or authorised third parties may post on official channels.

The council recognises the importance of Councillors and staff joining in and helping to engage with constituents and enhance its image through interaction on social media. Therefore, where it is relevant to use social media sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or images could reasonably be interpreted as being associated with the council, or if remarks could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence and/or a breach of the council's code of conduct. Councillors and staff should be aware that constituents or other local organisations may read Councillors and staff personal postings, to acquire information. Therefore, even if the council is not named, care should be taken with any views expressed.

13. Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Misuse by a Councillor will be reported and dealt with by the Monitoring Officer.

14. Policy Review

The Council are responsible for monitoring and regularly reviewing this policy. In addition, changes to legislation or implementation of new systems or equipment may trigger interim reviews.

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MENOPAUSE POLICY

A) INTRODUCTION

Menopause is when your periods stop due to lower hormone levels. It usually happens between the ages of 45 and 55, although it can sometimes happen earlier. Menopause can have a big impact on your life and work for a number of years.

The purpose of this policy is to assist with creating an open and menopause friendly workplace where managers and those experiencing menopause feel comfortable discussing any issues associated with this, and to ensure the necessary help is known and offered to those affected.

This policy applies to everyone in our organisation including employees, workers, contractors, volunteers, apprentices and interns.

B) EFFECTS OF MENOPAUSE

Physical symptoms of the menopause can include the following:

- hot flushes
- insomnia
- fatigue
- poor concentration
- headaches
- skin irritation
- urinary problems.

As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

- depression
- anxiety
- panic attacks
- mood swings
- irritability
- problems with memory
- loss of confidence.

It is also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which cause problems at work. These include nausea, headaches and leg cramps.

C) COMMUNICATION

The council aims to normalise conversations about menopause in the workplace and remove any stigma. Menopause should not be a taboo subject. The council encourages employees to have discussions about the menopause and be supportive of each other.

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are struggling with any aspect of your role because of symptoms associated with the menopause, you should tell your manager, who will treat the matter with complete confidence. So that the council can give you the best support possible we encourage you to be open and honest in these conversations.

Alternatively, your manager may talk to you if they notice a change in your behaviour or performance.

EMPLOYEE ASSISTANCE PROGRAMME

We understand that you may feel uncomfortable discussing personal information with your manager. If this is the case, we encourage you to talk to another senior member of staff or the council subscribes to a confidential and professional life management service that provides you with a qualified counsellor who can offer personal support for any practical or emotional challenges you may be facing. The service is initially provided via telephone and online advice but face to face meetings will be arranged where this is felt clinically appropriate. This service is totally confidential. You can use the Health Assured App or call 0800 0474097. More details of this service are available from your Line Manager.

As part of the Employee Assistance Programme, you also have access to an online wellbeing tool, Wisdom AI, which you can use to find fast answers to any wellbeing questions you have. You can access Wisdom AI at any time via the Health Assured portal. The link in the menu bar will take you directly to the Wisdom AI homepage, where you can ask your question. More details of this service are available from your Line Manager.

During any discussions, your manager will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively and confidentiality will be maintained.

Managers will also arrange follow up sessions to review the effectiveness of any adjustments put in place.

D) MAKING ADJUSTMENTS TO YOUR ROLE

To help you in your daily duties, your manager will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you. We acknowledge that the menopause affects each individual in different ways so no adjustment will be made without fully discussing it with you first. We may also carry out a wellbeing assessment to identify potential issues.

Examples of adjustments include:

- changing your working location so you are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light
- allowing changes to our normal rules on work wear
- implementing further temperature control, such as access to a fan
- assessing how work is allocated and whether you are affected at particular points of the day
- providing a quiet place to work or relax
- allowing additional rest breaks

- providing sanitary products in toilet and shower facilities
- changing start and finish times
- considering flexible working hours or allowing you to work from home

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

We are legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

You may also be entitled to make a flexible working request. Please read our flexible working policy if you would like more details.

E) IF YOU ARE UNWELL DUE TO MENOPAUSAL SYMPTOMS

You are not expected to come to work if you are unwell because of menopausal symptoms. If you are unwell, you should tell your line manager and follow our usual sickness reporting procedure.

F) TRAINING

We provide training to all our staff on menopause and how they can ask for help or support their colleagues.

We ensure that all levels of management are trained on the effects of menopause, how to hold discussions with employees who are experiencing menopause and adjustments that can be made to an employee's role to remove or lessen any effects the employee is experiencing.

G) BEHAVIOUR OF OTHERS

There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please tell your line manager.

H) OTHER SUPPORT

Our employees have access to a confidential counselling telephone service who can provide advice and guidance for employees who would like support during the menopause. More details can be found above.

As part of our Employee Assistance Programme, you also have access to an online wellbeing tool, Wisdom AI, which you can use to find fast answers to any wellbeing questions you have. You can access Wisdom AI at any time via the Health Assured portal. The link in the menu bar will take you directly to the Wisdom AI homepage, where you can ask your question. More details of this service are available from your line manager.

Other external sources of help for those experiencing menopause include [Menopause Matters](#) or [Menopause Cafe](#)).

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Appointments and Nominations to Outside Bodies

The Council, in its community leadership role, may be invited to appoint or nominate people to be members of the governing bodies of other organisations to assist in the running and development of that organisation.

An “Outside Body” is any constituted organisation, not a human person, which is not part of the Council or established and controlled by the Council, to which the Council may make nominations or appointments.

An organisation which is an “Outside Body” may be constituted in one of two forms: a corporate body and an unincorporate body.

a) A corporate body can be a company limited by shares, a company limited by guarantee, a registered society (under the Co-operatives and Community Benefit Societies Acts), A Community Interest Company (CIC), or a charitable incorporated organisation (CIO); there are other forms but very rare. They are governed by specific provisions of statute which limits their powers and their liabilities: they will usually (but not always) have names ending in the word “limited”. Members of the governing body (usually called Board Committee or Trust) are not personally liable for the finances of the body but can be held to account for misconduct.

b) An unincorporate body can be a Club, Association or Society which does not fall into one of the above categories of incorporated entities. They are governed by general legal norms and do not have names ending in “limited”; members of the governing body (usually called Committee) may be personally liable for the finances of the body as well as being held to account for misconduct. The Council, and the nominee or appointee, should therefore exercise due care and diligence before making or accepting a nomination or appointment to the governing body of an unincorporated entity without limited liability.

c) Charities may be incorporated or unincorporated, and the above provisions will apply in the particular case. Most charities (in England), but not all, are registered with the Charities Commission who have far reaching powers of regulation over persons who are members of charity governing bodies (even if unregistered), notwithstanding any otherwise limited liability. The Council and a nominee or appointee should therefore exercise due care and diligence before making or accepting a nomination or appointment to the governing body of a charity.

In some cases, the Council may have the power to make a direct appointment to the governing body of an organisation; in other cases, the Council is invited to make a nomination (i.e. to suggest a name) but the formal appointment is made by the body itself under its own rules or constitution. The Council always reserves the power to decline to make an appointment or nomination.

In either case, once appointed, the person's sole duty is to the body to which they are appointed and not to the Council which cannot lawfully instruct, or mandate them; they are not representatives of the Council. Nor can the Council remove them or cancel their appointment or nomination during their term of office: that is solely a matter for the outside body itself.

The Council may appoint or nominate a councillor, an officer, or a citizen to an Outside Body, subject to the provisions of that body's constitution. The Council does not indemnify or insure persons appointed or nominated to Outside Bodies against any liabilities that may arise from their position; some organisations have Directors' liability insurance (or equivalent), and that should be checked with the Proper Officer of that Body.

Where the constitution of an outside body provides for a councillor (e.g. the Mayor) to be ex-officio a member of its governing body, an appointment will usually be deemed to have been made by the Council, but the Council reserves the right to decline to make that appointment.

Membership of the Governing Body of an Outside Body is always an interest which must be declared under the Council's Code of Conduct and under legislation whether a nomination or appointment has been made by Council or whether the membership is entirely a personal matter for the member and has no connection with their Council position. It is a matter of fact as to whether the interest is pecuniary or non-pecuniary. Outside Bodies may have their own regulations about declaration of interests (e.g. membership of the Council) which should be checked with the Proper Officer of that body.

Persons proposing to accept appointment or nomination to Outside Bodies should always seek advice as to their responsibilities or liabilities as such from the Proper Officer of the Council.

For the avoidance of doubt, the following are not Outside Bodies for the purposes of this policy:

- a) Joint Committees established with one or more other Councils under s102 Local Government Act 1972 are Committees of the Council governed by Standing Orders and Terms of Reference.
- b) Representative membership bodies where the Council is able to send a delegate to speak for the Council or represent its views but where the delegate is not, simply by virtue of being a delegate, a member of the governing board or committee of that body; such delegates will be appointed by the relevant Council Committee or by Council, and will be subject to their mandate from the Council and the Council's Code of Conduct.
- c) "Ad hoc" meetings which councillors may be delegated to attend, by Council or by the relevant Committee, in furtherance of the policies or programmes of the Council and will be subject to their mandate to attend such meeting and the Council's Code of Conduct.
- d) Meetings which councillors are invited to attend in their capacity as ward councillors, where they represent the people of their ward and do not represent the Council but remain subject to the Council's Code of Conduct as they are acting as councillors.
- e) Representative panels or partnership arrangements which are convened or recognised by the Council to involve "local persons" in an aspect or aspects of the Council's work; provided that if such arrangements are or become formally constituted bodies in their own right, then they are or become also "Outside Bodies" for the purposes of this policy.

Outside Bodies to which the Council appoints or nominates at the Annual Meeting

Name of Body	Status	Appointment/ Nomination	Number of nominees/appointees
John Sherwen Charity	Unincorporated registered charity	Appointment	Three Councillors
Workington Twinning Association	Unincorporated association	Appointment	Two Councillors Plus, Mayor is ex-officio and President
Helena Thompson Museum	Unincorporated registered charity	Deemed to be an appointment	Mayor ex-officio

Note:

Other bodies to which we have traditionally nominated are not real "Outside Bodies". CALC (and NALC and its networks) and Solway Firth Partnership are representative membership bodies (to be covered by "membership and subscriptions" section of Annual Meeting agenda).

NDA Site Stakeholder Group is an "ad hoc" NDA meeting and Town Deal Board is a Cumberland Council meeting at each of which someone is mandated, by Council or an appropriate Committee, to attend to speak for the Council: they are not constituted bodies, just consultative meetings, and therefore not formal business for the Annual Meeting.

Iggesund Paperboard is a ward councillor meeting: the electors appoint the person invited by Iggesund to attend, the Council doesn't – it's a consultative meeting, not a constituted body.