

# Workington Town Council

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14 August 2020  
v1

To Members of Finance and General Purposes Committee

Cllr C Armstrong	Cllr S Melton
Cllr H Briggs	Cllr B Sansom
Cllr R Briggs	Cllr P Scott (Chair)
Cllr G Glaister	Cllr S Stoddart (Vice Chair)
Cllr H Harrington	Cllr W Wilkinson

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

You are summoned to a meeting of Workington Town Council Finance and General Purposes Committee on Thursday 20 August 2020 at 6.30pm.

Due to the restrictions placed on meetings due to the Coronavirus crisis, the meeting will be hosted remotely through the Zoom platform and provision will also be made for the public to attend remotely. Joining instructions will be issued to committee members in due course. Members of the public wishing to attend may do so by contacting the Clerk for the appropriate login details.

Yours faithfully

A handwritten signature in black ink, appearing to be 'CB' followed by a long horizontal stroke.

Chris Bagshaw  
Town Clerk

## AGENDA

### 1. Apologies

To receive and accept any apologies.

### 2. Declarations of Interest

To receive any declarations of interest relating to matters on the agenda.

**3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

**4. Minutes of the Previous Meeting**

To receive the minutes of the meeting of the Finance and General Purposes Committee held on Monday 22 June 2020.

**5. Schedule of Payments**

To receive and note the Schedule of Payments to 31 July 2020.

**6. Bank Reconciliation Statement**

To receive and note the Bank Reconciliation Statement as at 31 July 2020.

**7. Budget Monitoring Statement**

To receive and note a report on the Budget Monitoring Statement for 2020–2021 to 31 July 2020.

**8. Banking Arrangements – Electronic and Online Banking**

To consider the requirements for enabling electronic banking and make any necessary decisions relating to receipt of income and payment of invoices.

**Background**

The Council has made little use of electronic banking in the past, because the Financial Regulations changes required a process which is convoluted and does not necessarily deliver improvements in security. However, the Coronavirus emergency has made the use of online banking virtually the norm for many suppliers and people needing to make payments to the council. It is anticipated that the collection of allotment rents in November will have to be done without recourse to cash payments as far as possible. As a consequence, officers are seeking consent to move the monitoring of the bank accounts online (to which the Clerk and the Finance Officer will have access), to make payments using a two-part authorisation method, which will require the Clerk and the Finance Officer to seek prior approval from a payee list, and to make receipt of card payments possible using a connected device.

Bank and service charges will be incurred which were not anticipated when budgets were set in November 2019, and these will have to be added to budgets for the coming financial year (April 2021). It is not expected that they will be too onerous on the general banking, but they may be as much as 2 per cent from the income from allotments – effectively negating the positive gain from rent increases agreed for 20-21.

**9. Banking Arrangements - Mayor's Charity Fund**

To consider the arrangements for the proper management of the Mayor of Workington's Charity Fund.

**Background**

The Mayor of Workington's Charity Fund is a standalone bank account in the Cumberland Building Society. Access is through a traditional passbook and two signatures. Any money raised in aid of the Mayor's Charity is deposited in the account, and at the end of a Mayoral

term of office, payments are made from the account to the chosen charity(ies). A small balance is retained every year. The account requires at least two councillors (preferably three) to be signatories, and the Committee should appoint these. The Clerk is also a signatory, since the account is considered to be outwith the Council's finances. The Council is effectively the Trustee for the fund.

**10. Employment Matters - Town Clerk**

To consider the arrangements for the recruitment of a new Town Clerk and Responsible Finance Officer, following the departure of the current incumbent.

**Background**

The Town Clerk has submitted his notice, following his appointment to the post of Town Clerk at Kendal. Because of the tight timetable for recruiting a replacement, the Chair and the Mayor have liaised with the Town Clerk over the Job description, based on his existing Job description, and the vacancy has been advertised with a deadline set for 9 September, and interviews the following week.

**11. Employment Matters - Other**

To consider any other employment matters which require the consideration of the Committee. (At time of press no further issues were apparent).

**12. Property Matters**

To receive an update from the Clerk on any outstanding matters relating to the management of the Council's property.