

Workington Town Council

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



25 September 2019

Dear Councillor

You are summoned to the meeting of Workington Town Council on Wednesday 2 October 2019 at 6.30pm in the Council Chamber at Allerdale House, Griffin Street, Workington.

Yours faithfully

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

Chris Bagshaw
Town Clerk

AGENDA

Chaplain

Please remain standing while the Mayor's Chaplain will lead a moment of prayer.

Public Participation

To discuss any items of interest to the council brought forward by members of the public. This session will last no longer than 20 minutes. The council cannot take any decisions in this session, except to bring items to a future meeting. The public are not permitted to speak in other parts of the meeting unless allowed to do so by the chairman.

Police Report

A PCSO from the local community team will make a brief presentation and take any questions members may have.

1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the Council under the terms of Local Government Act, 1972, s85.

2. Declarations of Interest

To receive any declarations of interest relating to matters which appear on this agenda, but which have not been previously declared on members' declarations of pecuniary interest and other interests.

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 from the meeting on 31 July 2019 and affirm them as a true record

5. Mayoral Announcements

To receive a report from the mayor on her civic activities.

Mayor's calendar of events since Full Council Meeting on 31 July 2019

Date	Event	Time
Thursday 18 July 2019	Soundwave Cumbria Hollr launch, Lakes College (Mayor's Consort)	7.00 pm
Saturday 27 July 2019	Fun Day, Harrington	
Sunday 4 August 2019	Festival of Running	
Wednesday 7 August 2019	Cheque presentation to CYA (Sports grant), Vulcan Park	12.30 pm
Wednesday 14 August 2019	Kite Workshop Harrington Youth Club	11.00 am
Friday 16 August 2019	Armed Forces Day, thank you night, W/ton Royal British Legion	7.00 pm
Saturday 17 August 2019	Kite Festival, Harrington Marina	
Sunday 18 August 2019	Newlands Lane Allotments Site Open Day	1.15 pm
Sunday 25 August 2019	Harrington Village Green day	10.00 am till 4.00 pm
Thursday 29 August 2019	Young Cumbria Mural in Salterbeck to raise awareness of the "Get Cumbria Buzzing" project	4.00 pm
Sunday 1 September 2019	Mayor's Civic Service Our Lady and Saint Michael's Church	10.00 for 10.30 am Service
Monday 2 September 2019	Raising the Red Ensign for Merchant Navy Day, Allerdale House	10.00 am

Friday 13 September 2019	WADAMS, Bugsy Malone Carnegie Theatre	6.45 for 7.15 pm
Sunday 15 September 2019	Mayor of Aspatria Civic Service St Kentigern's Church	9.15 for 9.30 am Service

6. NALC Larger Councils Committee

To consider the Council's vote for members of the NALC Larger Councils Committee.

Background

The Council is a member of the National Association of Local Council (NALC), through its membership of Cumbria Association of Local Councils (CALC). NALC Larger Councils Committee serves the needs of parish tier councils with a budget in excess of £600,000. In previous years a Workington Town Councillor has served on this Committee. The list of candidates can be found at: <https://www.nalc.gov.uk/larger-councils-committee-elections>The Council has the opportunity to select a Councillor from the list, and a Clerk from the list. The Town Clerk will take the instruction for the online voting mechanism. The closing date is 15 November.

Reports from Committees

7. Finance and General Purposes Committee

- a) To receive the draft minutes of the Finance and General Purposes Committee meeting on 17 September 2019.
- b) To note the report from the External Auditors in the Annual Governance and Accountability Return (AGAR) 2019.

8. Planning Committee

To receive the draft minutes of the Planning Committee meeting on 5 August 2019.

9. Culture Committee

To receive the draft minutes of the Culture Committee meeting on 10 September 2019.

10. Environment Committee

To receive the draft minutes of the Environment Committee meeting on 12 September 2019.

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Minutes of the meeting of Workington Town Council held at 6.30pm on Wednesday 31 July 2019 in the Council Chamber, Allerdale House, Workington.

C Armstrong	Present	J Hunter	Present
M Bainbridge	Present	D King	Present
L Baldry	Apologies	J King	Present
H Briggs	Present	P McCarthy	Present
R Briggs	Present	S Melton	Apologies
B Cannon	Apologies	B Miskelly	Present
B Dixon	Present	D Rollo	Present
D Farrar	Present	B Sansom	Present
S Fryer	Present	P Scott	Present
G Glaister	Apologies	S Stoddart	Present
H Harrington	Present	W Wilkinson	Present
M Heaslip	Present	L Williams	Present
J Holliday	Present		

In attendance: Town Clerk

Also present: PCSO Rachel Pape, Cumbria Police, for the period of her report; around 10 members of the public and press.

The Mayor's Chaplain was unable to attend.

Public Participation Session

No members of the public raised any issues.

Police Report

PCSO Rachel Pape introduced the latest police report which had been circulated to councillors earlier. She drew Councillors attention to the ongoing work combating crime and anti-social behaviour in St Michael's ward, Moorclose and the Town Centre, and PCSO Lisa Jackson's transfer to Town Centre duties. In Moorclose PCSO Lauren McCurrie was continuing to work identifying young people involved with anti-social behaviour and liaising with families. In Salterbeck there continued to be less reported crime than informal surveys suggested. She reiterated the need for crime to be reported, at least through the 101 reporting system, so that it showed up in statistics. Current policing methods match resources to Crime Statistics. A councillor requested that a PCSO attend meetings of the Salterbeck Residents Association

A Councillor reported concerns about criminal damage and evidence of helium misuse in Harrington, which PCSO Pape said she would log. Another councillor requested an update on a recent robbery in Station Road. PCSO Pape thought a suspect had been arrested. There was some discussion surrounding the un-reporting of domestic crime, which often

didn't show in neighbourhood statistics. A Councillor recounted a particular incident in St Michael's Ward in which he felt the police should have intervened. Another councillor reported that he did not feel that anti-social behaviour had decreased around Derwent Howe, as he continued to get complaints about littering and general loutish behaviour in the vicinity of McDonalds. A councillor asked why the police report did not include Stainburn. Although there was much less crime in the Ward than in other areas of the town, it was not negligible. PCSO promised to make sure Stainburn was included in the round up in future.

The Mayor thanked PCSO Pape for her attendance at the meeting.

19.23. Apologies

The Council received and accepted apologies from Cllrs L Baldry, B Cannon, G Glaister and S Melton for reasons approved by the Council under the terms of Local Government Act, 1972, s85.

19.24. Declarations of Interest

No additional interests were noted.

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

No issues were raised.

19.26. Minutes of the previous meeting

The Council received the Minutes of the previous meeting on 12 June 2019. A Councillor raised a query about the tone and accuracy of 19.14 and 19.15. He suggested the minute should be amended to record that the Labour Group had been excluded en-bloc from the election to Committees. Another Councillor suggested this was not their recollection of events as they transpired – he thought the group had not submitted candidates for most Committee posts. Another Councillor suggested this was the type of political debate which was not usually recorded in the minutes. A councillor queried whether Minute 19.22 shouldn't emphasise that the bus shelters in question were the ones adjacent to Asda

Resolved: To amend 19.22 to ensure the identity of the bus shelters under consideration.

Resolved: To accept the Minutes as a true record of the meeting.

19.27. Mayoral Announcements

The Mayor reported on the following Civic activities. She drew councillors' attention to two fundraising events in the coming month, an Afternoon Tea at the Helena Thompson Museum on 18 August and a special event to mark the 50th anniversary of the final 'Earth' gig at Banklands Youth Club, before the band changed their name to Black Sabbath. The Deputy Mayor apologised that he had not been able to attend events as he had hoped due to ill health. He anticipated recommencing chemotherapy in due course.

Mayor's calendar of events since Full Council Meeting on 15 June 2019

Date	Event	Time
Sunday 16 June 2019	Lakeland Dialect Society 80 th Anniversary, Tullie House; followed by Choral Evensong, Carlisle Cathedral	10.45 am – 2.15 pm 3.00 pm

Monday 24 June 2019	Raising the flag for Armed Forces Day, Allerdale House	10.15 for 10.30 am
Friday 28 June 2019	A Midsummer Night's Dream. Hall Park	6.30 for 7.00 pm
Saturday 29 June 2019	Workington Armed Forces Day Carnegie Singers, Festival of Choirs, Carnegie Theatre	10.45 am onwards 7.15 for 7.30 pm
Wednesday 3 July 2019	Carnegie Singers, 45 th Anniversary Dinner, Hunday Manor	7.00 pm
Thursday 4 July 2019	St Joseph's Catholic High School, Annual Prize Evening	7.15 for 7.30 pm
Sunday 14 July 2019	WAOS Juniors' Concert, Carnegie Theatre	7.00 for 7.15 pm

A Councillor questioned whether the Mayor felt she was attending as many events as she ought to. The Mayor replied that she felt she was attending as many as she could, and that her attendance was compatible with previous Mayoral years.

Resolved: To note the report.

Reports from Committees

19.28. Finance and General Purposes Committee

The Committee received the draft minutes of the Finance and General Purposes Committee meeting on 23 July, 2019 along with a recommendation that the Council adopts recommended Policies and Procedures for the Use of Mobile Phones, social media and recording at meetings, a copy of which had been circulated previously to all councillors.

Resolved: To accept the minutes.

Resolved: To adopt the Policy and Procedures for the Use of Mobile Phones, social media and recording at meetings.

19.29. Planning Committee

The Committee received the draft minutes of the Planning Committee meeting on 1 July 2019.

Resolved: To accept the minutes.

19.30. Culture Committee

The Committee received the draft minutes of the Culture Committee meeting on 16 July 2019. The events surrounding the Earth gig at Banklands Youth Club in August 1969 were briefly discussed, but no conclusion was drawn by the Council.

Resolved: To accept the minutes.

19.31. Environment Committee

The Committee received the draft minutes of the Environment Committee meeting on 25 July 2019. A Councillor requested that Northside Play Area be addressed as soon as possible. The Chair of the Committee confirmed there would be a site visit with housing association staff and the interested councillors before the next meeting.

Another Councillor raised concerns that the bus shelter issue in Salterbeck had not been discussed with the Salterbeck Residents Association. She also suggested there was a problem with rats in Salterbeck and reiterated concerns about the cost of water supply to the allotment estate. The Chair suggested rats were a matter for Environmental Health at Allerdale Borough Council and housing officers at Impact Housing Association. The Allotments sub-Committee would be looking at sustainable water supplies including the supply of water butts to allotment tenants.

A Councillor was concerned about the Council's continued commitment to the improvement of the Town's back lanes, being particularly concerned that Gray Street and Ashton Street/Northumberland Street were not mentioned. He also asked whether Cumbria County Council had adopted the back lanes in Frostoms that the Town Council renovated in 2013 and 2017. The Clerk confirmed that the County Council's adoption of back lanes had not extended beyond a short stretch of Frostoms Road back lane that had been improved in 2009. A Councillor who is also a Portfolio Holder at Allerdale Borough Council suggested that the Borough Council had managed to commission Community payback to tidy up Gray Street and a number of other poor back lanes but a particular problem at Gray Street appeared to be the blocking of the drains with building waste.

A Councillor queried why the Committee had met at Bolton Street Community Hall and asked how much it cost. The Chair confirmed that it had cost £45, and that the Committee Room in the Town Hall was not pleasant when it was full, or the weather was hot.

Resolved: To accept the minutes.

The meeting closed at 19.35.

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Minutes of the meeting of the Finance and General Purposes Committee held on Tuesday 17 September at 6.30pm in the Town Hall, Workington

Cllr C Armstrong	Present
Cllr H Briggs	Apologies
Cllr G Glaister	Absent
Cllr H Harrington	Apologies
Cllr P McCarthy	Absent
Cllr S Melton	Apologies
Cllr B Sansom	Absent
Cllr P Scott (chair)	Apologies
Cllr S Stoddart (vice chair)	Present
Cllr W Wilkinson	Present
Cllr J King (Mayor)	Present

In attendance: Town Clerk.

FG19.28 Apologies

Apologies were received and accepted as being for approved reasons under the terms of the Local Government Act 1972, s85, from Cllrs H Briggs, H Harrington, S Melton and P Scott.

FG19.29 Declarations of Interest

There were no further declarations of interest at this point.

FG19.30 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

It was noted that Item 13 may relate to contractual matters which would not be in the public interest to disclose at this point.

Resolved: To exclude the press and the public from this section of the meeting.

FG19.31 Minutes of the Previous Meeting

The Committee received the minutes of the meeting held on 23 July 2019.

Resolved: To affirm the minutes as a true record.

FG19.32. Schedule of Payments

The Committee considered the Schedule of Payments 1 July to 31 August 2019.

Resolved: To note the Schedule of Payments.

F19.33. Bank Reconciliation Statement

The Committee received the Bank Reconciliation Statement as at 31 August 2019. There was some discussion about the relationship between the statement and the state of the Council's reserves. It was suggested that the Clerk arrange a training and familiarisation session for Committee members, prior to their budget-setting meetings in November

Resolved: To note the report.

Resolved: For the Clerk to arrange a training and familiarisation session for all Committee members, preferably on a Tuesday evening in late October, perhaps at Allerdale House.

F19.34. Budget Monitoring Statement

The committee received a report on the Budget Monitoring Statement for 2019–2020 to 31 August 2019. The Committee considered an issue relating to the earmarking of £5,000 for the Helena Thompson Museum. It noted that the Council had attempted to arrange for this to be paid direct to the Trustees of the Helena Thompson Museum, but that that matter had proved problematic, not least because there seemed to be some confusion over how such a 'gift' would be overseen by Allerdale Borough Council. As a compromise, it was suggested that the current managers of the Museum be offered a grant of £5,000, to be drawn down from the current year's Museum and Exhibitions budget, and this instruction should be passed to the Culture Committee. It was also observed that the Environment Committee had been meeting away from the Town Council's meeting room of late, and that Councillors at Full Council had queried where the budget for this could be found. The Clerk confirmed that the meeting expenses were being met from the Civic Functions budget, as they had been in the past for the hiring of the Trades Hall or Christ Central Church for meetings.

Resolved: To ask the Culture Committee to take steps to resolve the matter of the Helena Thompson Museum grant in a timely fashion.

Resolved: To report to the next Committee meeting room hire costs for the previous five years, to show their impact on the budget.

Resolved: To note the report.

F19.35 Annual Governance and Accountability Return 2019

The Committee considered the report from the External Auditors in the Annual Governance and Accountability Return (AGAR), 2019. The Audited had no further comments. The Committee thanked the Clerk, and particularly the Finance and Administration Officer for her diligent work in securing this outcome.

Resolved: To note the report.

F19.36 Culture Committee Budget

The Committee received a request from the Culture Committee that additional funds be allocated for the installation of a temporary Christmas Tree outside the Town Hall. The current Christmas Lighting budget does not include sufficient headroom for the £3-5,000 required for the installation.

Resolved: To recommend the use of reserves to fund the installation, uplifting the Christmas lighting budget by £5,000.

F19.37 Financial Management Software

The Clerk reported that additional training had been received in the new software and it was now up and running, alongside the existing system. The existing system would now be wound down carefully.

Resolved: To note the report.

F19.38 Employment Issues

The Clerk reported that he did not feel the Council currently had the resources to continue giving secretarial support to the Workington and District Twinning Association.

Resolved: That the Clerk liaises with the Twinning Association over their need to resource their own secretarial support.

F19.39 Town Council Vehicle

The Clerk reported that the Town Council's van was nearing the end of its lease. Having reviewed its use, officers had concluded that its replacement could be electric, which would be more beneficial to the environment, but the current availability of electric vans was not yet sufficient to meet the Council's needs. It was understood that Ford would be releasing full electric version of the Transit in 2020, and the Council should wait until then to see what the market looked like. In the meantime the Clerk reported that he was reasonably confident that the lease company would allow an extension on the existing lease.

Resolved: To confirm this approach to the van lease.

F19.40. Policy and Procedures: Financial Regulations

The Committee noted that the National Association of Local Councils (NALC) had recently published new Model Financial Regulations. The guidance issued by government through the Practitioners Guide (Governance and Accountability for Smaller Authorities in England) recommends that Financial Regulations are kept under review in line with current best practice, so it would be appropriate for the Committee to review the Council's Financial Regulations in the light of the new model. It was suggested that this was not a suitable task for a committee meeting but that it was better suited to small task and finish group.

Resolved: For a Task and Finish Group consisting of the Clerk, the Mayor and Cllr Armstrong review the new Regulations and make a recommendation to the Committee within three months.

F19.41. Town Council Office Accommodation

The Committee resolved to consider this item after the exclusion of press and public, due to the matter concerning ongoing contracts. A separate Confidential Minute is kept on file.

F19.42. Cumbria Ballroom

The Clerk requested that the Committee witness the authorising signatures for the transfer of funds from Allerdale Borough Council to Workington Town Council in respect of the discharge of a Section 106 agreement associated with the development of the Cumbria Ballroom site in 2010.

Resolved: To confirm the authorisation.

F19.43. Issues for Future Consideration

There were no specific further issues brought forward at this stage.

The meeting closed at 19.47.

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

WORKINGTON TOWN COUNCIL, CUMBRIA

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

12 June 2019

and recorded as minute reference:

19.16

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.workingtontowncouncil.gov.uk

Section 2 – Accounting Statements 2018/19 for

WORKINGTON TOWN COUNCIL, CUMBRIA

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	490,511	330,450	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	439,030	482,933	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	72,223	86,059	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	215,431	193,542	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	'0'	'0'	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	455,883	441,964	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	330,450	262,936	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	305,350	251,055	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	481,178	469,621	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	'0'	'0'	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		No	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

16 May 2019

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

12 June 2019

as recorded in minute reference:

Minute 19.18

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



Section 3 – External Auditor Report and Certificate 2018/19

In respect of

WORKINGTON TOWN COUNCIL – CU0265

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

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

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

None.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

07/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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Minutes of the meeting of Workington Town Council Planning Committee held on Monday 5 August 2019 at 6.30pm in the Town Hall, Workington

Cllr H Briggs	Present
Cllr R Briggs	Apologies
Cllr H Harrington	Present
Cllr J Holliday	Apologies
Cllr J Hunter	Present
Cllr P McCarthy	Present
Cllr S Melton (Vice chair)	Present
Cllr B Sansom (chair)	Present
Cllr P Scott	Apologies
Cllr L Williams	Apologies
Cllr J King (Mayor)	Present

In attendance: Town Clerk.

P19.16 Apologies

Apologies were received and accepted as being for approved reasons under the terms of the Local Government Act 1972, s85, from Cllr R Briggs, Cllr P Scott and Cllr L Williams.

P19.17 Declarations of Interest

Cllr King noted that the TPO to be discussed was close to her own dwelling, however the Committee did not think her interest was pecuniary. There were no further declarations of interest at this point.

P19.18 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were raised.

P19.19 Minutes of the last meeting

The Committee received the minutes of the meeting on 1 July 2019 and affirmed them as a true record.

P19.20 Tree Preservation Order

The Committee considered proposed works on Tree Preservation Order trees at the rear of 51 Brierydale Lane, Stainburn. The applicant would like to reduce the crowns of two lime trees by 30 per cent. The Committee did not feel that this gave sufficient information about the nature and quality of the work proposed. It suggested that the applicant be more precise in their description of heights and widths of tree to be removed, or else it sounds more like a 'topping' process, which would be detrimental.

Resolved: To give this feedback to the Planning Authority with a recommendation that more information is required to provide necessary reassurance prior to any works taking place.

P19.21 Planning Applications

The Committee considered the following planning applications received from Allerdale Borough Council.

1) HOU/2019/0157	Mr & Mrs Norris 42 Ennerdale Avenue Workington	House extension above an existing garage to provide 2 additional bedrooms	<u>No objections</u>
2) FUL/2019/0088	Mandale Homes Ellerbeck Lane, Workington	Ancillary surface water drainage works in relation to housing development at Ashfield Road South (retrospective).	<p>This application was considered under delegated powers, in consultation with the Chair and members of the council's Planning Committee, which was unable to meet in time to make a proper consideration</p> <p>The Council is very disappointed that the Developer has been allowed to construct a drainage scheme which sits outside the outline SuDS proposal for the Ashfield Road South development site. Although the Potters Meadow section of the site is relatively small - roughly 10 per cent of the site as a whole – this still represents a significant volume of water being moved swiftly into the Ellerbeck. In the circumstances of increased rain intensity caused by climate change, this is precisely the type of development</p>

			<p>we are being urged to avoid. This doesn't so much 'slow the flow' as speed it up considerably, putting increased pressure on downstream communities and infrastructure.</p> <p>Particularly important in this context is the Harrington Nature Reserve, where both Workington Town Council and Allerdale Borough Council have just spent several hundred thousand pounds renovating the silted up water course.</p> <p>In accordance with the Council's previously stated position on this scheme, we are opposed to anything which increases the risk of flooding in a sensitive water catchment, and so must recommend that the application is refused. We would urge the developers to look again at their attenuation measures.</p> <p>It is noted there has not yet been feedback from the County Council as Lead Local Flood Authority.</p> <p><u>Recommend Refusal</u></p> <p><u>Also</u> to call on the Planning Authority to enforce the Planning Conditions for the site and require the</p>
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			developer to redesign the surface water drainage system to one that is compliant with the Planning Consent.
3) FUL/2019/0172	St Patrick's Catholic Primary School, Board of Governors Derwent Street Workington	Extension to provide SEN classroom, two small work areas and disabled wc/change facilities	<u>No objections</u>
4) HOU/2019/0161	Mrs E Gordon 3 The Crescent, Salterbeck, Workington	Single storey extension to provide ground floor bedroom and bathroom	<u>No objections</u>
5) HOU/2019/0166	Mr & Mrs Lamb 8 Kirkstone Close Workington	Single storey side and front extension	<u>No objections</u>
6) PB/2019/0022	Mr Rick Thompson BT Phone Box Moss Bay Road Workington	Proposed removal of public pay phone	<u>Recommend accept proposal</u> but the complete removal of the kiosk should be a condition of consent.
7) PB/2019/0024	Mr Rick Thompson BT Phone Box Opposite 38 Westfield Drive, Workington	Proposed removal of public pay phone	<u>Recommend accept proposal</u> but the complete removal of the kiosk should be a condition of consent.
8) PB/2019/0025	Mr Rick Thompson BT Phone Box Opposite Steam Packet Inn, Stanley Street, Workington	Proposed removal of public pay phone	<u>Recommend accept proposal</u> but the complete removal of the kiosk should be a condition of consent.
9) PB/2019/0026	Mr Rick Thompson BT Phone Box Harrington Road Workington	Proposed removal of public pay phone	<u>Recommend accept proposal</u> but the complete removal of the kiosk should be a condition of consent.
10) HOU/2019/0154	Mr William Southward Harbour View, Lime Road, Harrington	Replacement balcony	<u>No objections</u>
11) OUT/2019/0027	Mr Gowan Boyd Chandlers Warehouse Stanley Street	Demolish existing warehouse and outline planning permission	<u>No objections</u>

	Workington	with all matters reserved for residential development.	
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The meeting closed at 19:15.

Workington Town Council

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

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Minutes of the Culture Committee of Workington Town Council, 6.30pm Thursday 10 September 2019 in the Town Hall, Workington

Cllr C Armstrong (chair)	Present
Cllr H Briggs (vice chair)	Present
Cllr R Briggs	Present
Cllr H Harrington	Present
Cllr J Holliday	Present
Cllr S Melton	Present
Cllr S Stoddart	Present
Cllr P Scott	Present
Cllr W Wilkinson	Present
Cllr L Williams	Present
Cllr David King (Deputy Mayor)	Apologies
Cllr J King (Mayor)	Present

In attendance: Town Clerk

C19.24. Apologies

The Deputy Mayor apologised for not being able to attend.

C19.25. Declarations of Interest

None were declared.

C19.26. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues.

C19.27. Minutes of the Previous Meetings

The Committee received the minutes of the meeting on 16 July 2019.

Resolved: To affirm them as a true record.

C19.28. Funding and Grants Proposals

Russell Maddams of Active Cumbria gave a brief presentation on an initiative to bring cycling skills to communities where bike ownership was a barrier to take up of 'Bikeability' cycling proficiency training. The Committee heard that the scheme was part-funded by Cumbria County Council and would target primary schools in Workington with six 1 hour sessions each. There was some discussion as to how the scheme related to Bikeability and to the bikes recently transferred to Moorclose Community Centre by Cumbria County

Council. It was suggested that this new scheme was complementary to both those initiatives. The proposal sought £2,500 from Workington Town Council to add to £5,500 from Cumbria County Council.

Resolved: To fund the scheme for the £2,500 sought in the proposal, from the Sport budget.

C19.29. Workington Music Festival

The Committee considered a request from the organisers of the Workington Music Festival that the Council supply medals and cash prizes for the under 18 Glee, the under 12 Vocal to a backing track and the 12-u18 vocal to a backing track classes, as it had in previous years. It was noted that the Town Council supplied a trophy for the Glee Class, previously.

Resolved: To supply medals and prizes up the value of £300.

C19.30. Rotary Oktoberfest

The Committee considered a request from the Rotary Club of Workington that the Council support their 10th Annual Beer, Cider and Gin Festival on 4-5 October. It was noted that the organisers would supply eight VIP tickets for the Council to raffle as it saw fit.

Resolved: To take out the Gold Sponsorship package for £180, from the Cultural Groups budget.

C19.31. Frostoms Pensioner

The Committee considered a request from the Frostoms Pensioners group that the Council helps fund a Christmas coach trip for local pensioners to Bury market. The group has raised £100 themselves.

Resolved: To offer a grant of £260 from the Community Support Grants budget.

C19.32 Cumbria Tourism

The Committee considered the Council's continued membership of Cumbria Tourism. It was suggested that this was a necessary part of the Council's efforts to maintain the town's profile.

Resolved: To renew the membership for the coming year.

C19.33. Black Sabbath Plaque

The Committee heard that a group of enthusiastic musicians had arranged a fundraising gig at Banklands to pay for a plaque commemorating the 1969 gig at which the band announced their name change. A recent event in the Helena Thompson Museum in aid of the Mayor's Charity had been well-attended. If the Committee were content, the Clerk would liaise with the group over the relevant permissions and installation of the subsequent plaque.

Resolved: To confirm that the Committee were content with this approach.

C19.34 Workington Santa Dash

The Committee considered a request from a group supporting the charity Team Evie, for support in organising a 'Santa Dash' this coming Christmas. It was understood that the

group did not require finance, but would be very grateful for the advice and expertise of Council events staff.

Resolved: To offer support in kind as required.

C19.35 Town Hall Christmas Tree

The Committee considered the costs of erecting a Christmas tree outside the Town Hall. It was noted that previous installations had not been successful and for a tree to survive the harsh Christmas period, it would require a different location. It was also noted that Iggesund, who generously supply Christmas trees to the town, were not willing to continue to supply one for this location as it had a negative impact on their sponsorship. They are happy to supply three trees for the town, for locations by the leisure centre, Washington Street and Harrington. Costs had been sought from the Council's current Christmas lighting supplier, with a number of options forthcoming. After some debate the Committee voted to seek additional funds in the budget for up to £5,000, for the erection of a temporary tree in the car park in front of the town hall.

Resolved: To seek additional finance up to £5,000 from the Finance and General Purposes Committee

C19.36. Culture Events Programme 2020-21

The Committee discussed its priorities for the coming year, agreeing that a Harrington Marina Day should be held again with Council support, and that the Fun Day programme should include a session in Northside. Further research should also be done to secure a venue in Stainburn for a Fun Day, which up to now had not been possible.

There was concern that procurement of suppliers for events should reflect better value for money.

Looking at events for next year there was consensus that planning for a commemoration of the end of the Second World War should begin, with the involvement of the whole council. A members suggested that Far East Prisoners of War were a particularly neglected group and that the 75 year anniversary of their release from captivity could be commemorated with a memorial in Vulcan Park.

Resolved: Council staff would draft a programme for the coming year's Events and pay particular attention to the budgeting and procurement of production equipment to ensure that value for money was being achieved.

Resolved: That a working group be convened to plan the Council's commemoration of the end of World War Two.

C19.37 Jane Pit

The Clerk outlined a new approach to the problem of funding the restoration of the pit head buildings, now that the capital phase had been rejected by the National Lottery Heritage Fund. This required the convening of a meeting of all interested parties for the possible creation of a Friends group, which going forward may be more successful in securing funding for the creation of Mineworkers Memorial.

Resolved: To convene a meeting in October of all interested parties.

The meeting closed at 19.01

Workington Town Council

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Minutes of the Environment Committee of Workington Town Council, 6.30pm on 12 September 2019 in Bolton Street Community Hall, Workington

Cllr H Harrington (Chair)	Present
Cllr C Armstrong	Apologies
Cllr H Briggs	Present
Cllr R Briggs	Present
Cllr G Glaister	Apologies
Cllr J Hunter	Present
Cllr P McCarthy	Apologies
Cllr S Stoddart	Present
Cllr W Wilkinson (vice chair)	Apologies
Cllr L Williams	Present
Cllr J King (Mayor)	Present

In attendance: Town Clerk

E19.30. Apologies

Apologies were received and accepted as being for approved reasons under the terms of the Local Government Act 1972, s85, from Cllrs C Armstrong, P McCarthy, W Wilkinson and L Williams.

E19.31. Declarations of Interest

None.

E19.32. Exclusion of Press and Public

No issues.

E19.33. Minutes of the last meeting

The Minutes of the previous meeting on 25 July 2019 were accepted as a true record.

E19.34. Allotments

The Clerk reported that the Allotments Sub-Committee had met on 5 September, and agreed its terms of reference to act as an advisory body on Allotment matters to the committee.

Resolved: To note the report.

E19.35. Workington Nature Partnership

The Clerk reported that the Steering Group now had a date for its first meeting, and that the Nature Partnership Officer would make a report which could then be circulated to the Committee

Resolved: To note the report.

E19.36. Workington in Bloom

The Committee heard that the Workington entry to Cumbria in Bloom had been awarded a Silver Gilt, the second highest rating. There was some discussion about the depth of community involvement, with some councillors expressing the opinion that they felt this had been lessened in recent years. Wider community input into the route of the judges was of particular concern. There was also some disquiet about the state of public planting in the town centre, with the planters at the foot of Murray Road being particularly poor. It was noted that most of the permanent features were Allerdale Borough Council assets. The Committee discussed the possibility of more volunteer effort in the mangers and hanging baskets. It was noted that consistent watering was usually the biggest problem for such initiatives – it is harder for volunteers to water hanging baskets which must be high enough from the pavement not to cause an obstruction. Christmas time, the Committee felt, was particularly drab for planting, though it was accepted that natural colour was unlikely at this time of the year.

Resolved: To re-form a Workington in Bloom Working Group, consisting of councillors and members of the general public who were interested. The first meeting to be arranged for a Tuesday evening in mid-November.

Resolved: To investigate the possibility of planting Christmas trees around the town centre, which could be lit.

Resolved: To explore options with the Allotments sub-Committee for developing wider involvement.

E19.37. Public Seating Budget

The Clerk distributed pictures of the styles of seat proposed for the various locations agreed at the previous meeting. A teak wooden 'Meridien' seat (£434) from Earth Anchors Ltd had been identified for the Harrington Marina seating, and the Musselburgh style seat from Broxap (£370) had been identified as suitable for the other areas.

The Committee saw photographs of the proposed locations, with issues arising in Westfield and Stainburmn which would require further research. Permissions for the agreed sites were still required confirmation but were not thought to be problematic.

Resolved: To order the seating as required.

E19.38 Play Areas

The Committee considered the problem of finding a suitable site in Westfield for a Children's Play Area. County Council land on the former Southfield School site still seemed the most suitable, but the Clerk confirmed that Cumbria County Council were unwilling to release this land, which it had earmarked for development. Various other pockets of land were discussed, but none seemed to fit the criteria for safe play. The Chair confirmed she would be attending a site visit in Northside shortly to review their existing play area. It was suggested that some limited play area could be created in Stainburn on the open space at the bottom of Brierydale. The Clerk confirmed he would make inquiries about land ownership.

The Committee reviewed the locations in Moorclose where limited toddler play equipment could be reintroduced, at Ashfield Road South and close to Lakeland View. The Clerk would seek the necessary permissions. He also confirmed that repairs were scheduled to the surface at Harrington. Permissions would also be confirmed for the transfer of picnic tables from Vulcan Park to Harrington Marina.

Resolved: Toddler play at Ashfield Road South could be refitted on the play surface as it stands, if required. A swing and seat should be installed further into the Open Space, beyond the tarmacked area.

Resolved: To continue making inquiries in Westfield about suitable locations for play facilities.

E19.39. Vulcan Park

The Committee heard that only one company had submitted quotes for the work to the power supply box and Cenotaph PA system. There was some discussion about the merits of this expenditure, and whether the tasks could be performed by a temporary PA system. It was suggested that Allerdale Borough Council Events Team had recently acquired a PA which might be available to hire.

The Chair asked if she could see the inside of Park End Shelter, with a view to supporting Grow Well West Cumbria to develop the site.

It was suggested the bowling club members be invited to a subsequent meeting, to discuss their ongoing use of the Bower and Bowling Green.

There was discussion about the merits of a large water feature in the park, which might be funded from a large regeneration grant.

It was reported that a local charity had made inquiries about using the cafe in the park.

The Chair asked if local apprentices could design a bandstand like the one in Whitehaven?

Members reported that anti-social behaviour continued to be a problem and there was concern that a police presence was not being felt.

Resolved: To seek further costs for the renovation of electrical equipment.

Resolved: To arrange for the Chair to visit the Park End Shelter.

Resolved: To draw up a brief for commercial use of the cafe.

Resolved: To liaise with the Bowling Club over an invite to a meeting.

Resolved: To contact the local Community Police inspector about the police presence in Vulcan Park.

The meeting closed at 20:27

