

# Workington Town Council

Town Hall, Oxford Street, Workington, CA14 2RS

Telephone: 01900 702986

Email: [office@workingtontowncouncil.gov.uk](mailto:office@workingtontowncouncil.gov.uk)

Website: [www.workingtontowncouncil.gov.uk](http://www.workingtontowncouncil.gov.uk)



## Minutes of the Full Council meeting of Workington Town Council held on Wednesday 15<sup>th</sup> October 2025 at 6pm in Allerdale House, Griffin Street, Workington, CA14 3YJ.

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

In attendance: Chief Officer/RFO and two members of the public.

At the start of the meeting The Mayor advised that agenda item 6a would be moved to 7a and Cllr Miskelly would ask the questions as a Cllr and not a member of the public.

**25.30 Absences:** Absences notified prior to the meeting were noted from Cllr Barbara Cannon. Notification for Cllr Denise Rollo's absence was sent prior to the meeting but picked up after the meeting had taken place.

**25.31 Declarations of Interest:** None

**25.32 Exclusion of Press and Public:** Council resolved to exclude press and public from part two of the agenda.

**25.33 Public Representation:** None

### **25.34 Minutes from previous meeting**

It was requested that, as per standing orders, minutes should record when a Cllr, who has declared a pecuniary interest, did not leave the meeting during a discussion and/or vote on that interest. Chief Officer to amend the minutes to note that Cllr Miskelly did not leave the room during the vote on his motion with regards to allotments.

**Resolved:** Following the above changes being made, Council approved the minutes from the meeting on 30<sup>th</sup> July 2025 and affirmed them a true record.

**25.35 Public Questions: None**

**25.36 Questions and Statements from members:**

Questions were submitted prior to the meeting by Cllr Billy Miskelly as follows:

- 1. Why has it been decided that the Workington Town Council allotments at Siddick are to have their water supplied by a tap removed.*
- 2. Why were the Workington Town Council Allotments at Siddick chosen to have their water that is supplied by a tap removed.*
- 3. All allotment tenants are deemed that they should be treated equally under allotment legislation Why then are the allotment tenants of the Workington Town Council at Siddick having their water supplied by a tap removed when other Workington Town Council allotment sites supplied with water by the same method are not.*
- 4. Why has water supplied by the method as the Workington Town Council Siddick allotments be installed at another location after the decision to remove Siddick was taken.*
- 5. What if any impact report was undertaken when the Workington Town Council was considering removing the water supplied by a tap from the Workington Town Council Siddick allotment tenants considering no discussions, warning or consultative process with the aforementioned tenants. If an impact report was undertaken what did it say. Who wrote it and when was it written.*
- 6. IBCs are to being placed at the Workington Town Council tenants plots at Siddick to replace the removal of the water provided by a tap as there was no consultation, discussion or warning by the Workington Town Council to the aforementioned affected tenants who decided they would be a suitable alternative to a tap and why. When was this decision taken.*
- 7. If IBCs are to replace the water supplied by tap how will they be filled and by whom.*

Prior to Cllr Billy Miskelly asking the questions, The Mayor advised:

Before we proceed, I need to address the matter of the questions submitted regarding Siddick allotments tap.

The issue is currently the subject of legal correspondence and advice has been sought from the Council's solicitors. On legal advice, the Council will not be discussing or debating this matter in any public forum while it remains a legal issue.

Accordingly, questions or statements on this topic will not be permitted during this meeting. Any further correspondence on this issue should be directed through the appropriate legal channels.

This is a procedural and legal ruling to protect the Council's position, and I ask that it is respected.

Cllr Billy Miskelly agreed with the statement.

Question from Cllr Billy Miskelly submitted prior to the meeting:

Why has the term or if you prefer word "Apologies" been replaced on the agendas of the Workington Town Council meetings with the word or if you prefer term "Absent"?

This is incorrect and should cease immediately.

The Mayor advised that this question had already been answered at the Full Council meeting on 30<sup>th</sup> July 2025. They are noted as absent as they are not present. Meeting minutes should note those Councillors present and not present at the meeting, in accordance with standing orders those who are not present are recorded as absent.

### 25.37 Motions on Notice:

A named vote and a right to reply was requested.

Motion from Cllr Billy Miskelly:

*Workington Town council the parish Council of Workington should immediately cease to use as an agenda item Absences.*

*Workington Town council should use as an agenda item in place of the aforementioned agenda item Absence the accepted and correct agenda item Apologies.*

*The agenda item Apologies is the correct and prescribed agenda item as advised by the credible, particular and acknowledged advisement organisations.*

*The same following aforementioned advisement organisations state that the to use the agenda item Absences is not only incorrect but wrong.*

The motion was seconded by Cllr Hilary Harrington.

Cllr Larkin requested to make a statement, which The Mayor permitted:

Cllr Larkin, 'surely this is just a matter of words.'

Cllr Billy Miskelly requested the right to reply. The Mayor advised a right to reply was if a member had disagreed with the motion. The Mayor moved to a vote.

			FOR	Against	Abstain
Cllr	Mary	Bainbridge	Not present		
Cllr	Barbara	Cannon	Not present		
Cllr	Beth	Dixon		1	
Cllr	David	Farrar		1	
Cllr	Sue	Fryer		1	
Cllr	Mark	Fryer		1	
Cllr	Hilary	Harrington	1		
Cllr	Michael	Heaslip		1	
Cllr	Allan	Hodgson		1	
Cllr	Bernadette	Jones		1	
Cllr	Paul	Larkin	1		
Cllr	Susan	Martin		1	
Cllr	Sean	Melton	Not present		
Cllr	John	Mills		1	
Cllr	Billy	Miskelly	1		
Cllr	Patricia	Poole		1	
Cllr	Denise	Rollo	Not present		
Cllr	Mike	Rollo		1	
Cllr	Neil	Schofield		1	
Cllr	Kate	Schofield		1	
Cllr	Stephen	Stoddart			1
Cllr	David	Tennyson	Not present		
Cllr	Lynda	Williams			1
Cllr	Ellie	Wood		1	
Cllr	Joan	Wright		1	
<b>TOTALS</b>			<b>3</b>	<b>15</b>	<b>2</b>

The motion was not passed.

#### **25.38 Reports from Outside Bodies**

Cumbria Police submitted apologies for the meeting.

#### **25.39 Project Reports**

Council noted the updates on the public realm and town deal for information.

#### **25.40 Mayoral Engagements**

Council noted the report for information.

#### **25.41 Budget 2025-2026**

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

#### **25.42 AGAR**

**Resolved:** Council noted the report from the external auditor for the AGAR 2024-2025.

#### **25.43 Committee Minutes**

a) Council noted the minutes from the Culture & Social Investment committee meeting held on Tuesday 23<sup>rd</sup> September 2025.

b) Council noted the minutes from the Environment committee meeting held on Thursday 25<sup>th</sup> September 2025.

Cllr Billy Miskelly advised that he agrees that Council should have remeasured all allotment plots and now has a standard price per square metre per allotment site which is fair to allotment holders. He advised that Council cannot increase allotment rents without giving 12 months' notice to allotment tenants.

Cllr Allan Hodgson called a point of order and requested what relevance this had to noting minutes of a meeting.

Cllr Michael Heaslip requested the minutes of this meeting reflect that Cllr Billy Miskelly had remained in the room and was discussing an item in which he has a pecuniary interest, although not declared at the start of the meeting.

Cllr Billy Miskelly advised that he has given up his allotment plots, as of today, so is no longer an allotment tenant.

c) Council noted the minutes from the Finance and General Purposes Committee meeting held on Monday 6<sup>th</sup> October 2025.

#### **25.44 Committee recommendations**

##### **a) Play areas**

**Resolved:** Council approved costs of £10,500 from the Environment committee's play area budget line for additional inclusive equipment across several of the Council's play areas.

##### **b) Fields in Trust – The Ranch**

Cllr Stephen Stoddart asked if this would affect any funding that would possibly be available to the Council or hirers of the Ranch. Cllr Michael Heaslip advised that it would not and could potentially be more beneficial for funding applications.

**Resolved:** Council agreed to allow Officers, with legal advice, to investigate the consequences of the Council applying for Field's in Trust status for The Ranch.

**c) Fleet**

**Resolved:** Council approved a new 60-month lease for an electric van to be used for Council business. Initial costs of £4,964.60 would come from the Council's asset management budget line, with the remaining lease costs of £553.12 per month for 55 months budgeted for from the Council's fleet lease budget line from 26/27 onwards.

**25.45 Policies**

- a) **Resolved:** Council approved and agreed to adopt the Safeguarding Children Policy.
- b) **Resolved:** Council approved and agreed to adopt the Safeguarding Adults at Risk Policy
- c) **Resolved:** Council approved and agreed to adopt the Funding Policy.

Meeting ended at 6.42pm.



<b>FULL COUNCIL</b>	<b>Agenda Item No.  7</b>
<b>Meeting date:</b> Wednesday 3 <sup>rd</sup> December 2025	
<b>From:</b> Cllr Miskelly	
<b>Title: Questions</b>	

#### **Question from Cllr Miskelly**

At the last full meeting of the Workington Town Council it was determined to purchase i pads for Workington Town Council members and staff.

- 1, has the aforementioned i pads or equivalent been purchased.
- 2, If they have not been purchased, are they still to be purchased.
- 3, If they are not now to be purchased why are they not to be purchased.
- 4, If they are not to be purchased who made the decision not to purchase them.
- 5, If they are not to be purchased on what authority did the person or persons who decided not to purchase them use to overturn a decision determined by the Workington Town Council.



Council to note the report from The Mayor.

<b>Mayoral Engagements: Cllr David Farrar</b>			
<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>VENUE</b>
Friday 10th October 2025	11am	Hospice at Home West Cumbria's Annual General Meeting	St. Michael's Church Conference Centre, Workington
Saturday 18th October	12:30pm	Twinning Association Lunch	Kendal, Golf Club, Kendal
Saturday 18th October	6:30pm	West Side Story	Carnegie Theatre, Workington
Thursday 23rd October	10:30am	Poppy Appeal Opening	The Hub, Workington Town Centre
Thursday 23rd October	5pm	Poppy Appeal Collecting	Asda Workington Superstore, CA14 1NQ
Friday 24th October	10am	Victoria Infants drop off Christmas Cards	WTC Offices, Town Hall
Friday 24th October	10:30am	Arbourscape tree planting	Vulcan Park
Friday 24th October	11am	Rotary planting crocus bulbs	Vulcan Park
Saturday 25th October 2025	11am	Poppy Appeal Collecting	Tesco Stores Ltd, New Bridge Rd, Workington CA14 3YG
Saturday 25 <sup>th</sup> October 2025	7pm	ALL RANKS ARROYO DINNER NIGHT	Workington Army Reserve centre, Harrington Road, Workington, Cumbria, CA14 3XD

Sunday 26th October 2025	2pm	Poppy Appeal Collecting	Morrisons, Derwent Dr, Workington CA14 3UG
Tuesday 28th October	11am	Open day of new Children's home.	37 Brow Top Workington CA14 2DP
Tuesday 28th October	2:30pm	Dance Festival Presentations	Carnegie Theatre, Workington
Sunday 2nd November	12pm	Cumbria v Nigeria Rugby League Match	BARROW RUGBY FOOTBALL CLUB Craven Park, Duke Street, Barrow-in-Furness, Cumbria LA14 1X
Thursday 6th November	10am	Judge's Service	Carlisle Cathedral
Monday 3rd November	7pm	Army Cadet Visit	Workington Army Reserve Centre
Sunday 16th November	6:30pm	Music & Speech Festival	Carnegie Theatre, Workington
Monday 17th November	10am	Youth Council Meeting	Helena Thompson Museum, Park End Road, Workington, Cumbria, CA14 4DE
Sunday 23rd November	10:30am	Civic Service	Our Lady & St Michael's, Banklands

Council to note the report from The Deputy Mayor.

<b>Mayoral Engagements: Cllr Sue Fryer</b>			
<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>VENUE</b>
Sunday 10th November	9:30am	Remembrance Day Parade	Harrington
Sunday 10th November	12:30pm	Remembrance Day Parade	Workington
Sunday 23rd November	10:30am	Civic Service	Our Lady & St Michael's, Banklands





# **Workington Town Council Budget Monitoring Report** **Full Council**

	Current Year 2025/26						
	Agreed Budget	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 25-Nov-25	Committed Expenditure	Estimated Balance at 31-Mar-26
<b>Finance &amp; General Purposes</b>	689,044	0	0	689,044	260,820	328,169	<b>100,055</b>
<b>Culture &amp; Social Investment</b>	222,700	0	0	222,700	124,462	82,109	<b>16,129</b>
<b>Environment</b>	367,200	0	0	367,200	201,012	68,595	<b>97,593</b>
	<b>1,278,944</b>	<b>0</b>	<b>0</b>	<b>1,278,944</b>	<b>586,294</b>	<b>478,873</b>	<b>213,777</b>

<b>Reserves</b>	<b>as at 25-Nov-25</b>	
Balance brought forward		504,325
Precept Received	1,070,744	
All other receipts	125,236	
Total receipts		1,195,980
Staff costs	173,544	
Loan interest/capital repayments	11,671	
All other payments	401,079	
Total payments		586,294
Period end balance		1,114,011
Minimum reserve (25% of budget)		267,686
		<b>846,325</b>

<b>est. to 31-Mar-26</b>			
<b>Committed</b>		<b>Budget</b>	
	504,325		504,325
1,070,744		1,070,744	
202,389		202,389	
	1,273,133		1,273,133
403,035		410,048	
11,671		11,900	
650,462		856,996	
	1,065,167		1,278,944
	712,291		498,514
	267,686		267,686
	<b>444,605</b>		<b>230,828</b>

# 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
1150	Income Car Park	1,000	0	1,000	1,000	0
1160	Income - Dividend	7,500	0	7,500	2,824	2,416
1999	Income - Other	0	0	0	1,079	1,079
		<b>1,079,244</b>	<b>0</b>	<b>1,079,244</b>	<b>1,075,647</b>	<b>3,495</b>

Culture & Social Investment						
1200	Income - Party in the Park	0	0	0	1,485	1,485
1220	Income - Theatre by the Hall	0	0	0	405	405
1230	Income - Christmas Festival	0	0	0	3,020	3,020
1250	Income - Festivals	0	0	0	390	390
1255	Income - Sport	0	0	0	74	74
1265	Income - Reach Out	0	0	0	300	300
1280	Income - Festival of Running	0	0	0	3,127	3,127
1999	Income - Other	0	0	0	44	44
		<b>0</b>	<b>0</b>	<b>0</b>	<b>8,845</b>	<b>8,845</b>

Environment						
1100	Income - Grants & Donations	151,500	0	151,500	96,488	9,988
1255	Income - Sport	0	0	0	1,575	1,575
1300	Income - In Bloom Sponsorship	0	0	0	250	250
1310	Income - Rents	12,500	0	12,500	7,575	136
1999	Income - Other	0	0	0	5,600	5,600
		<b>164,000</b>	<b>0</b>	<b>164,000</b>	<b>111,488</b>	<b>17,549</b>

<b>1,243,244</b>	<b>0</b>	<b>1,243,244</b>	<b>1,195,980</b>	<b>77,153</b>	<b>29,889</b>
------------------	----------	------------------	------------------	---------------	---------------

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

**1<sup>ST</sup> APRIL 2025– 30<sup>TH</sup> SEPTEMBER 2025  
FINANCIAL YEAR ENDING 31<sup>ST</sup> MARCH 2026**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There exists a comprehensive Allotments Register, which identifies holders.

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

Tenancy agreements are signed annually.

Fees and leases are regularly reviewed

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

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

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

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

Cumberland Council undertakes all associated PAYE procedures externally.

All payments reflect salary scales approved by Council.

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

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

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

The Asset Register is received and approved annually

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

**Insurance**

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

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

It is confirmed that the Council is fully compliant with requirements to publish information on the website, [workingtontowncouncil.gov.uk](http://workingtontowncouncil.gov.uk) in line with relevant legislation

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

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

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

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

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

The Notice of Conclusion of Audit was published on the website on 3<sup>rd</sup> September 2025.

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



Internal Auditor – 23<sup>rd</sup> October 2025.



# Workington Town Council

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

Telephone: 01900 702986

Email: [office@workingtontowncouncil.gov.uk](mailto:office@workingtontowncouncil.gov.uk)

Website: [www.workingtontowncouncil.gov.uk](http://www.workingtontowncouncil.gov.uk)



**Minutes of the Culture & Social Investment Committee Meeting of Workington Town Council which took place at 6.30pm on Tuesday 11<sup>th</sup> November 2025, held in Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.**

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

In attendance: Chief Officer/RFO.

Substitutes: Cllr Mike Rollo for Cllr Susan Martin and Cllr David Farrar for Cllr Neil Schofield.

## **C25.46 Absences**

Absences notified prior to the meeting were noted from Cllr Susan Martin and Cllr Neil Schofield.

**C25.47 Declarations of Interest:** None

**C25.48 Exclusion of Press and Public:** None

**C25.49 Public Representation:** None

## **C25.50 Minutes of the Previous Meeting**

**Resolved:** Committee approved the minutes from the meeting on 23<sup>rd</sup> September 2025 and affirmed them a true record.

**C25.51 Public Questions:** None

**C25.52 Questions and Statements from Members:** None

**C25.53 Motions on Notice:** None

## **C25.54 Budget 2025-2026**

Committee noted the budget monitoring report YTD for information.

## **C25.55 Funding Feedback**

Committee noted the feedback from Autism Support Allerdale and Copeland.

## **C25.56 Events Programme 2025 Update**

Feedback from the Halloween event was positive for the festival at the Museum and the scare walk in the evening.



Committee noted the rest of the report for information and thought that the clock which has been ordered for the bus station 100 years was very fitting.

## **C25.57 Events Programme 2026**

### **a) Events Programme 2026**

Committee discussed the events programme for 2026. It was agreed that Party in the Park and Christmas would be a two-day event on the Saturday and Sunday. Feedback from suppliers and stall holders was that it was costly and a lot of work to set-up for one day, so a two-day event would be beneficial for them and attendees.

Committee agreed it would be a good idea to tie in the outdoor theatre performance on the same weekend of Party in the Park to take advantage of a captive audience. Committees' preference was for Hall Park to be used for the outdoor theatre performance; however it was discussed that there is no guarantee the work in Hall Park will be finished by this event and would have an impact.

Halloween was discussed, and committee considered that the organisers of the Halloween walk had requested an indoor venue if they were to repeat the event in 2026. This was deemed problematic and it was agreed to tie in with the Museum's walks and discuss adding more actors for a scarewalk around the town. As this is on paths, it would allow wheelchairs users to participate and could also be streamed live to make it accessible to all.

Officers will bring details of all events to a future meeting, once logistics have been confirmed.

Committee agreed that rather than providing a set amount of funding to community centres / groups within the town; Officers are to request that an expression of interest funding form is completed which will be reviewed on a case-by-case basis by committee.

**Resolved:** Committee confirmed the events programme 2026:

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Time</b>
Friday 29th May 2026	Reach Out	Vulcan Park	11am - 4pm
Saturday 27th June 2026	Armed Forces Day	Vulcan Park	11am
Friday 3rd July 2026	Romeo and Juliet - Schools performance Romeo and Juliet - evening performance	Vulcan Park	10.30am 7pm
Saturday 4th July 2026	Party in the Park Romeo and Juliet evening performance	Vulcan Park	11am to 6pm 7pm
Sunday 5th July 2026	Party in the Park		11am to 3pm
Sunday 2nd August 2026	Festival of Running	Cricket Club	9am - 4pm
Tuesday 11th August 2026	Teddy Bears Picnic	Vulcan Park	12pm-3pm
28th/29th October 2026 (tbc)	Halloween (festival and town scarewalk)	HTM	11am - 9pm
Saturday 28th & Sunday 29th November 2026	Christmas Festival	Town Centre	11am - 5pm

## **b) Stall Prices**

Committee discussed stall prices for events in 2026 and onwards. Committee agreed with Officers recommendations but asked that charities pay a £20 deposit which would be refunded if they attended the event. Equipment would be free of charge.

This is to support and encourage local charities to attend.

It was clarified that charities who attend Council events, must be registered with the Charity Commission and have at least a year's worth of accounts registered.

**Resolved:** Confirmed charges for 2026 onwards

Gift / homeware stall / coffee / ice cream - £30 per day

Other food and drink - £70 per day

Charity - £20 per day, refunded on attendance

Prices would be reduced slightly, at Officers discretion, if the event is indoors, as the space is usually smaller.

The following cost to be added if they wish to hire additional equipment:

Gazebo - £20, Chair - £1.60, Table - £6.75, Electric - £5

Charities will receive equipment and electric free of charge if required.

Committee agreed that stalls and equipment would be free of charge for the Reach Out event for not-for-profit organisations, given the type of event is it.

It was discussed that there had been a request from the Twinning association to tie in with WTC events and an inclusive international festival has been discussed at a Twinning Association meeting on 10<sup>th</sup> November 2025. Committee agreed that this couldn't be considered as it was not an agenda item, instead it was suggested that a Twinning agenda item was added to the next F & GP meeting for discussion.

**Resolved:** To add a twinning agenda item to the next F & GP meeting.

## **c) Event Procurement**

Committee were supportive of longer contracts for production, security and first aid, but requested further information on what the contracts would entail.

**Resolved:** Chief Officer to bring further information to the next meeting.

## **C25.58 Budget 2026-2027**

a) Committee discussed the proposed budget for 2026-2027. An additional £5,000 was added for Party in the Park being two days. Budget for Christmas should already cover a two-day event.

**Resolved:** Committee agreed the budget below to propose to F & GP:

<b>Culture &amp; Community</b>	<b>Proposed Budget 25-26</b>	<b>Proposed Budget 26-27</b>
Christmas	<b>£90,000</b>	<b>£90,000.00</b>
Youth and Social Investment	<b>£22,000</b>	<b>£30,000.00</b>
Events	<b>New code</b>	<b>£73,500.00</b>
Cultural Celebrations	<b>£44,700</b>	<b>£5,000.00</b>

Funding	<b>£15,000</b>	<b>£8,000.00</b>
Sport	<b>New code</b>	<b>£22,000.00</b>
Cultural Marketing	<b>£6,000</b>	<b>£9,500.00</b>
Reach Out	<b>£10,000</b>	<b>Moved to events code</b>
Party in the Park	<b>£25,000</b>	<b>Moves to events code</b>
Festival of Running	<b>£10,000</b>	<b>Moved to sport code</b>
<b>Total</b>	<b>£222,700</b>	<b>£238,000</b>

b) Committee did not identify any earmarked reserves required.

Meeting ended at 7.57pm.

# Workington Town Council

Town Hall, Oxford Street, Workington, CA14 2RS

Telephone: 01900 702986

Email: office@workingtontowncouncil.gov.uk

Website: www.workingtontowncouncil.gov.uk



**Minutes of the Environment Committee Meeting of Workington Town Council, held on Thursday 13<sup>th</sup> November 2025 at 6.30pm in the Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.**

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

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

Substitutes: Cllr Allan Hodgson for Cllr Susan Martin.

## **E25.50 Absences**

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

**E25.51 Declarations of Interest:** None.

## **E25.52 Exclusion of Press and Public:**

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

**E25.53 Public Participation:** None.

## **E25.54 Minutes of the previous meeting**

**Resolved:** Committee approved the minutes from 25<sup>th</sup> September 2025 and affirmed them a true record.

**E25.55 Public Questions:** None.

**E25.56 Questions and Statements from Members:** None.

**E25.57 Motions on Notice:** None.

## **E25.58 Budget 2025-2026**

Committee noted the budget monitoring report for information.

Cllr Mike Rollo arrived at 6.37pm.

## **E25.59 Budget 2026-2027**

### **a) Budget 2026-2027**

Committee discussed the proposed budget for 2026-2027.

Questions were asked with regards to potential acquisitions within the town. The Chair advised that meetings have been held with relevant parties and further discussions are required before a report can be brought back to committee.

Committee agreed that the one-off proposed budget for play areas should be moved to the base budget to ensure the Council has budget for new play areas and to maintain and enhance existing equipment.

It was requested that a fly tipping cost was included in the breakdown of the estate management budget line.

Committee agreed to increase the Workington Nature Partnership budget by £20K, but further information is required at a future committee meeting to establish arrangements for WNP work. The team don't just concentrate on Workington anymore and committee would like to know what the work schedule priorities are and if other parish councils contribute to WNP costs.

**Resolved:** Move one off £35k from one off costs to reoccurring costs in play areas 26/27.

**Resolved:** Include estimated cost of fly tipping removal into the estate management budget line.

**Resolved:** Increase budget line for WNP by £20K.

**Resolved:** Provide committee with more information relating to the work and contribution of costs to WNP.

**Resolved:** To propose the budget 2026-2027 to the F & GP committee, once the required changes have been made.

### **b) Ear Marked Reserves**

Committee discussed earmarked reserves and agreed to look at this towards the end of March 2026 with a view to earmarked budget for the future of play areas.

### **E25.60 Streetscene**

Committee discussed bus shelters in the town. The Chair advised that bus shelters are a statutory function of parish councils and should have been returned to WTC when it was re-established in 1982.

Bus shelter (with shield) on Washington Street to be added to the list.

**Resolved:** Officers to investigate a bus shelter on Mitchell Avenue, Northside.

**Resolved:** Officers to enter a discussion with Cumberland Council with regards to bus shelters in the town.

The Chair advised that in previous meetings committee had approved the purchase of a defib at Barepot and a £500 contribution from residents was available.

After investigation, the £500 is not available and it appears this has been down to miscommunication. Therefore, committee has paid the total amount for the defib.

Cllr Harrington asked if she could ask a question on Streetscene. The Chair advised that questions need to be provided in advance of the meeting to the Chief Officer.

### **E25.61 Estate Management**

Committee discussed a request from the estates team for a petrol waterer. Committee agreed that the piece of equipment was required but would prefer an electric pump and for it to be filled using IBCs where possible.

**Resolved:** Officers to bring a comparison report to the next committee meeting for electric versus petrol waterers.

Cllr Harrington left the meeting at 7.31pm.

### **E25.62 Estate Development**

a) Green hub – moved to agenda item 16, part two, confidential.

b) Tennis courts

Committee discussed investigating the possibility of adding flood lights to one court. The canopy option was too expensive to consider now.

**Resolved:** Officers to investigate the implications of adding flood lights to one tennis court, considering planning requirements and usage evidence.

### **E25.63 Workington Nature Partnership**

Committee noted the report for information.

The Chair advised a meeting between WTC and CC planners is still being requested to discuss the silt issue.

Committee noted that the annual review meeting for WNP arrangements and work plan was overdue and would consider the points made in relation to WNP by members in considering the budget.

The meeting ended at 7:51pm.

# Workington Town Council

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

Telephone: 01900 702986

Email: [office@workingtontowncouncil.gov.uk](mailto:office@workingtontowncouncil.gov.uk)

Website: [www.workingtontowncouncil.gov.uk](http://www.workingtontowncouncil.gov.uk)



**Minutes of the meeting of the Finance and General Purposes Committee held on Monday 24<sup>th</sup> November 2025 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	Absent*	Cllr Stephen Stoddart	Present
Cllr Bernadette Jones	Present	Cllr Ellie Wood	Present
Cllr John Mills	Present	Cllr Joan Wright	Absent

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

**FG25.50 Absences:** Absences notified prior to the meeting were noted from Cllr Hodgson.

**FG25.51 Declarations of Interest:** None.

**FG25.52 Exclusion of press and public:**

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

**FG25.53 Public representation:** None.

**FG25.54 Minutes of the Previous Meeting**

**Resolved:** To approve the minutes of the 6<sup>th</sup> October 2025 meeting and affirm them a true record.

**FG25.55 Public Questions:** None

**FG25.56 Questions and Statements from Members:** None

**FG25.57 Motions on Notice:** None

**FG25.58 Budget 2025-2026**

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

b) Committee noted the budget monitoring report YTD.

**FG25.59 Audit 2025-2026**

**Resolved:** Committee noted the half year report from the internal auditor.

**FG25.60 Community Governance Review**

Committee discussed information from Cumberland Council advising that they are looking to commence a Community Governance Review in 2026 and request Town Councils to confirm by 28<sup>th</sup> November if they wish to be included in the review.

As this deadline is before the report will be issued by the Boundary Commission for the review of Cumberland electoral and boundary arrangements it was proposed that the Council notifies Cumberland Council that they wish to be included in the review with details to follow once the final report from the Boundary Commission has been issued.

It was agreed that a Strategic Development sub-committee should review this information along with Cumberland Council's Local Plan and the final report from the Boundary Commission.

The sub-committee would consist of the Mayor, Chairs and Vice Chairs of committees and any other Councillor interested in attending.

**Resolved:** To inform Cumberland Council, WTC would like to be included in the CGR, with further information to follow once the Boundary Commission report has been released.

**Resolved:** Arrange a meeting of the strategic development sub-committee to address Boundary Commission report, CGR and the Local Plan.

### **FG25.61 Twinning**

Cllr Mills advised that as a Councillor appointed by Council to sit on the executive of the Twinning Association there is a requirement for a framework to outline the role of that Councillor and their position. The suggestion is that Cllrs appointed to represent the Council would act as the link between Council and the association and would be responsible for reporting back to committee and bringing suggestions from the association to committees for consideration.

Committee were happy to consider a proposed framework at a future meeting.

**Resolved:** Cllr Mills to submit a framework proposal for WTC Cllrs role and expectations on the Twinning Association.

### **FG25.62 Remembrance**

Committee discussed that a meeting is required with relevant parties with regards to the arrangements for the Council's remembrance parades going forward.

**Resolved:** To set-up a meeting with relevant parties to discuss arrangements for Remembrance parades going forward.

### **FG25.63 IT**

Committee noted the report and the requirement for additional budget. Following discussions with Cumberland Council for the transfer of IT services to David Allen, additional networking requirements have been identified.

**Resolved:** To request to Full Council an additional £1,103.40 per year (for 3 years) from the IT budget line.

### **FG25.64 Budget 2026-2027**

Committee discussed the budget for the new financial year.

It was noted that the salaries budget allows for an additional FT Estate Worker; although this is not an additional 37 hours of staff time, as two current staff members are reducing hours.



The budget also allows for increment increases across pay grades, depending on performance.

The budget will not be approved by Council until January when the precept will be set.

**Resolved:** Committee to send any suggestions, questions or concerns to the Chair or CO in time for the next meeting.

Meeting ended at 7.14pm.



<b>FULL COUNCIL</b>	<b>Agenda Item No.  14</b>
<b>Meeting date:</b> Wednesday 3 <sup>rd</sup> December 2025	
<b>From:</b> F & GP Committee	
<b>Title: Council IT</b>	

### 1. RECOMMENDATION

Council is asked to consider approval of additional costs for the Council's IT.

### 2. DETAIL

Officers have commenced with the transfer of the Council's IT from Cumberland Council to David Allen. However, additional costs have been identified following feedback from CC for an app-based phone system, internet and networking.

£2,543 total additional one offs.

£1,103.40 annual additional cost.

£3,310.20 additional total contract cost for 36 months.

Committee to note that the staff laptops and screens which are currently on hire with Cumberland Council for a further two years will be given to the Council free of charge once the transfer has taken place.

### 3. BUDGET IMPLICATIONS

As above

From the Council's IT budget line.

DRAFT Budget 26-27

Finance & General Purposes		Budget 24-25	Base Budget 25-26	Non-recurring items 25-26 only	Final spend 31st March 2025	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	£346,920	£39,328		Salaries for the current staff structure plus additional FT EW (25/26 top scale point)	
	NI	£30,594	£37,696		£25,939	£43,553	£5,857		National Insurance for the current staff structure (top of the scale)	
	Pension	£59,855	£55,760		£54,754	£68,833	£13,073		Pension for the current staff structure (At 18.40% on top scale point) LGPS deficit (est £5k)	
	Staff associated costs				New code 26	£17,500	£17,500		Mileage Call out fees DBS checks Recruitment PPE Salaries admin Fee (Cumberland)	
	Training	£8,000	£8,000		£8,004	£9,500	£1,500		Training for staff	
Office										
	Telecoms IT	£8,500	£36,968		£10,699	£33,000	-£3,968		IT contract Rialtas accounting software licence Canva design package licence WTCCC broadband Printer lease MCS Estate management software	£19,200 IT £1,500 Rialtas Licence £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



DRAFT Budget 26-27

Culture & Community	Total available budget 24-25	Proposed Budget 25-26	Non-recurring items 25-26 only	Final spend 31st March 2025	Proposed Budget 26-27	Non-recurring items 26-27 only	Budget use	Notes (estimated but not exhaustive breakdown)
Christmas	£90,000	£90,000		Lights - £63,014 Festival £24,825	£90,000.00		Christmas lights and Christmas festival	
Youth and Social Investment	£14,000	£22,000		Youth & Comm work - £4066 Schools comp - £1593 Science workshops - £3737	£30,000.00		Schools competition and youth and social investment support (anchor organisations)	£22,000 General £3000 schools competition £5000 Citizen's Advice
Events			New code	AFD - £300 Beacon lighting - 1389 Oddsocks - £13456 Easter - £1138 Reach Out - 9835	£73,500.00		Reach out, party in the park, outdoor theatre, AFD, Halloween, teddy bears picnic	£12,000 Reach Out (had own budget line in 25/26 budget) £25,000 Party in the Park (had own budget line in 25/26 budget) £15,500 Outdoor theatre £600 AFD £12,000 Halloween £3000 teddy bears picnic
Cultural Celebrations	£17,700	£44,700			£5,000.00		General cultural celebrations	
Funding	£8,000	£15,000			£8,000.00		Funding	
Sport					£22,000.00			Leisure Cente activities Tennis court annual programme and equipment £12,000 Festival of running (had own budget line in 25/26 budget)
Cultural Marketing	£5,000	£6,000		£3,607.00	£9,500.00		Marketing support for CSI activity	
Reach Out	£10,000	£10,000			£0.00		Annual health and well-being event	
Party in the Park	£20,000	£25,000		£19,832.00	£0.00		Annual event in Vulcan Park	
Festival of Running	£10,000	£10,000		£9,602.00	£0.00		Annnual Festival of running event	
Estate Development (Park, Play Areas, Ranch and Allotments)	£5,000	£0		£5,000	£0		Financial support for Carnegie Theatre	
Culture Commission - Music Centre	£2,500	£0		£2,500	£0		Financial support for Carnegie Music Centre	
Culture Commission – Sport	£2,000	£0		£1,000	£0		General budget for support to local sports clubs and activities. Considered by committee via the EOI form	
Culture Commission - Heritage	£5,000	£0		£0	£0		Financial support for Heritage projects	
Culture Commission - Summer camp	£3,000	£0		£3,000	£0		Used to fund the summer camp activities	
Art Exhibition	£5,000	£0			£0		Art exhibition for the community and local schools	
Total Culture	£197,200	£222,700			£238,000			
Total Culture 2026-2027				£238,000				

DRAFT Budget 26-27

Environment	Base Budget 24-25	Proposed Base Budget 25-26	Non-recurring items 25-26 only	Proposed Base Budget 26-27	Variation to Base Budget   +/-	Non-recurring items 26-27 only	Budget use	Notes (estimated but not exhaustive breakdown)
Environmental activities	£0	£3,000		£8,000	5,000	£0	Litter picks Competitions and activities Green hub programme	
Green Grants	£3,000	£3,000		£3,000	0	£0	Funding requests.	
Streetscene	£13,500	£10,000		£39,000	29,000	£15,000	Benches Bus shelters Defibrillators Footway lighting Quayside maintenance Street displays	£15,000 new mangers (one off)
Vulcan Park	£0	£19,000		£20,000	1,000		Vulcan Park costs	
Play areas	£0	£10,000	£35,000	£50,000	40,000		Play area costs	Inc Brewery House
Allotments	£0	£16,000	£8,700	£16,000	0	£6,000	Allotment costs	Removal of green waste / fly tipping Water charges Pest control Card saver / virtual terminal fees Non-recurring water butt costs (one off)
Estate management	£0	£10,000		£40,000	30,000		Estate management costs	General maintenance for all areas and buildings The Ranch - £7,100 Ride on service - £500 Bowling bower and green - £3,000 Tennis courts maintenance - £3,600 Potential acquisition maintenance
Estate Development	£0	£53,000	£148,000	£30,000	-23,000		Estate development costs	
Nature Partnership	£23,500	£25,500		£45,500	20,000		Workington Nature Partnership.	Contribution towards salaries, costs, materials/general support
Street Planting	£17,500	£26,000		£0	-26,000	£0	Now in streetscene	
Estate Development (Park, Play Areas, Ranch and Allotments)	£99,500	£0		£0				
Park Maintenance (Park, Play Areas, Ranch, Bowling green)	£30,000	£0		£0				
Allotments maintenance	£16,000	£0		£0				
Total Environment	£203,000	£175,500	£191,700	£251,500	£76,000	£21,000		
Total Environment 26-27			£272,500					

Difference 25/26 v 26/27                      £76,000

DRAFT Budget 26-27

	Total available budget 26-27
Totals	
Finance & General Purposes	£919,306
Culture	£238,000
Environment	£272,500
Total	£1,429,806

	Total available budget 25-26
Totals	
Finance & General Purposes	£689,044
Culture	£222,700
Environment	£367,200
Total	£1,278,944

	Total available budget 24-25
Totals	
Finance & General Purposes	£569,709
Culture	£197,200
Environment	£203,000
Total	£969,909

DRAFT Budget 26-27

	Budget
Total base budget	£1,208,806
Total one off project costs	£221,000
Total expenditure	£1,429,806

	Funded by
Allotment Rent	£12,500
Dividend	£7,500
The Ranch	£1,500
External Funding / event income	£50,000
Car Park	£1,000
Total	£72,500

Reserves request	£148,500
------------------	----------

Total precept request 26-27	£1,208,806
-----------------------------	------------

Band D 24/25	£138.36
Band D 25/26	£144.75
Band D 26/27	£163.41

Band D percentage increase	13.49%
Precept percentage increase	12.89

25% minimum reserve 25-26	£302,201
---------------------------	----------

Increase diff from 25/26 to 26/27  
£138,062

Precept request 25/26  
£1,070,744



DRAFT Budget 26-27

Estimated carry forward 31st March 2026	Estimated reserves 31st March 26
	£496,599
25% minimum reserve (of base budget 26/27)	£302,201
Available reserve at 31st March 2026	£194,397
Reserves call 26-27	£148,500
	£45,897