

# Workington Town Council

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## Draft Minutes of the meeting of the Finance and General Purposes Committee held on Tuesday 21 May 2019 at 6pm in the Town Hall, Workington

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

In

attendance: Town Clerk.

### FG19.1 Apologies

Apologies were received and accepted as being for approved reasons under the terms of the Local Government Act 1972, s85, from Cllrs S Melton and B Sansom.

### FG19.2 Declarations of Interest

There were no further declarations of interest at this point.

### FG19.3 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were raised.

### FG19.4 Minutes of the Previous Meeting

The Committee received the minutes of the meeting of the Finance, Property and Employment Committee held on Monday 11 March 2019, and of the Policy and Resources Committee on Tuesday 12 March 2019.

**Resolved:** To affirm them as a true record.

### FG19.5. Presentation of the Accounts 2018-19

The Committee received the Accounts for 2018-19:

a) The Schedule of Payments 1-31 March 2019

The Committee received the Schedule of Payments to 31 March 2019.

**Resolved:** To accept the Schedule.

b) The Bank Reconciliation Statement as at 31 March 2019  
The Committee received the Bank Reconciliation Statement as at 31 March 2019.

**Resolved:** To accept the Statement.

c) The S137 Payments as at 31 March 2019  
The Committee received the Statement of s137 Payments to 31 March 2019.

**Resolved:** To accept the Statement.

d) The Asset Register as at 31 March 2019  
The Committee received the Asset Register to 31 March 2019.

**Resolved:** To accept the Register.

e) The Budget Monitoring Statement as at 31 March 2019  
The Committee received the Budget Monitoring Statement to 31 March 2019.

**Resolved:** To accept the Statement.

f) The Annual Governance and Accountability Return (AGAR) Section 2 Accounting Statements 18-19  
The Committee received the Annual Governance and Accountability Return (AGAR) Section 2 Accounting Statements 18-19.

**Resolved:** To accept the AGAR Statements and commend them to the Full Council.

#### **FG19.6. Schedule of Payments**

The Committee received the Schedule of Payments 1 April to 30 April 2019.

**Resolved:** To note the Schedule.

#### **FG19.7. Bank Reconciliation Statement**

The Committee receives the Bank Reconciliation Statement as at 30 April 2019.

**Resolved:** To note the Statement.

#### **FG19.8. Budget Monitoring Statement**

The Committee receives a report on the Budget Monitoring Statement for 2019–2020 to 30 April 2019.

**Resolved:** To accept the report.

#### **FG19.9 Internal auditor's report**

The Committee received the Internal Auditor's report for the year ending 31 March 2019.

**Resolved:** To accept the report.

**FG19.10. Bank Accounts and Signatures**

The Committee considered the arrangements necessary to ensure the Council is able to make payments. The political changes to the Council following the recent elections left only one serving Councillor as a cheque signatory. To comply with the requirement for two councillors to approve all payments, the Clerk had introduced a temporary measure whereby another Councillor countersigns a schedule of payments. The Committee requested that the following Councillors be added to the list of authorised cheque signatories: Cllrs J Holliday, S Stoddart, P Scott, H Harrington, G Glaister and W Wilkinson.

**Resolved:** That the Clerk initiate the changes to the authorised cheque signatories with the Finance and Administration Officer.

**FG19.11. Finance Management Software**

The Committee received a brief report on the Council's acquisition of new Finance Management software, due for implementation in early June. Realtas Business Systems had been commissioned to supply an accounting system which was bespoke to the Town and Parish Council sector. Councillors were asked for forbearance whilst the new system was bedded in. Ultimately it was hoped that the new system, which replaces a combination of spreadsheets and manual cash books, would free up staff time to facilitate more effective support for the Council's work.

**Resolved:** To note the report.

**FG19.12. Office Printer and Photocopier**

The Committee considered a proposal from Apogee Corporation, the Council's copier supplier, for the replacement of the current photocopier. Apogee's new owner, HP, are seeking to replace existing copiers with new HP models, replacing existing contracts with new ones, and introducing a cheaper scheme of per copy charges, countered by an uplift in lease fees. There was some discussion about the introduction of toner-free copying and whether the proposed copier represented old technology.

**Resolved:** That the Clerk investigate a number of alternatives, then in consultation with the Chair, makes an informed decision based on the feedback received.

**FG19.13. Employment Issues**

The Clerk reported that there were no staffing issues to bring to their attention currently, but he was keen for new Councillors to meet the Council's staff. A Councillor asked if they could have a breakdown of staffing costs in greater detail than that reported in the budget monitor. It was further noted that some Councillors would be unable to attend meetings at 6pm, and could these be set at 6.30 instead. The Clerk agreed that this would be possible if Councillors did not mind him starting work slightly later on certain days.

**Resolved:** That the Clerk bring a breakdown of staffing costs to the next meeting.

**Resolved:** That all council meetings begin at 6.30pm.

The meeting closed at 19:19.