

# Workington Town Council

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11 September 2019

To Members of Finance and General Purposes Committee

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

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

You are summoned to a meeting of Workington Town Council Finance and General Purposes Committee on Tuesday 17 September 2019 at 6.30pm in the Mayor's Reception Rooms, Town Hall, Workington.

Yours faithfully

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

Chris Bagshaw  
Town Clerk

## AGENDA

### 1. Apologies

To receive and accept any apologies.

### 2. Declarations of Interest

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

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

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

**4. Minutes of the Previous Meeting**

To receive the minutes of the meeting held on 23 July 2019 and affirm them as a true record.

**5. Schedule of Payments**

To receive and note the Schedule of Payments 1 July to 31 August 2019.

**6. Bank Reconciliation Statement**

To receive and note the Bank Reconciliation Statement as at 31 August 2019.

**7. Budget Monitoring Statement**

To receive and note a report on the Budget Monitoring Statement for 2019–2020 to 31 August 2019.

**8. Annual Governance and Accountability Return 2019**

To note the report from the External Auditors in the Annual Governance and Accountability Return (AGAR) 2019.

**Background**

The Annual Governance and Accountability Return has been received back from PKF Littlejohn LLP, and published on the Council's website and noticeboard. It is clear and no further action is required.

**9. Culture Committee budget**

To consider a request from the Culture Committee that funds be made available for the installation of a Christmas Tree outside the Town Hall.

**Background**

The Culture Committee agreed at its meeting on 10 September that a Christmas Tree should be installed outside the Town Hall. The tree would not be supplied by Iggesund and would have to be in a location that did not leave it so vulnerable to bad weather or vandalism as the tree in its former location. The current budget for Christmas lighting does not include sufficient head room to add the £3-5,000 required, so the Committee is seeking permission from F&GP to extend the budget as required, either by a virement from elsewhere, or from a drawn down on reserves.

**10. Finance Management Software**

To receive a brief report on the Council's installation of new Finance Management software.

**11. Employment Issues**

To note a report of any appropriate employment issues raised by the clerk for a future decision or to aid in his delegated decision making.

**12. Policy and Procedures**

To consider a review of the Council's Financial Regulations, following the publication of new Model Financial Regulations by the National Association of Local Councils (NALC).

**Background**

NALC has published new Model Financial Regulations. The Council's current Regulations are based on those published in 2014, and were last amended and adopted by the Council following review in 2017. The F&GP Committee can opt to review the new Regulations as a Committee, delegate it to a sub-committee to report back, or delegate it to the Clerk to report back, or some combination of these. The Internal Auditor will report on the Council's review procedures.

**13. Office Accommodation for the Council**

To consider issues relating to the Council's accommodation in the Town Hall.

**14. Issues for Future Consideration**

To consider issues for future consideration by the Committee.