

Workington Town Council

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Minutes of the meeting of the Finance and General Purposes Committee held on Tuesday 26 November 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 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
vacant	

In

attendance: Town Clerk.

FG19.44 Apologies

Apologies were received and accepted as being for approved reasons under the terms of the Local Government Act 1972, s85, from Cllr S Melton. It was noted that Cllr P McCarthy had resigned from his position and the vacancy would be considered at the next meeting of the Full Council.

FG19.45 Declarations of Interest

There were no further declarations of interest at this point.

FG19.46 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were noted.

FG19.47 Minutes of the Previous Meeting

The Committee received the minutes of the meeting held on 17 September 2019.

Resolved: To affirm the minutes as a true record.

FG19.48. Schedule of Payments

The Committee considered the Schedule of Payments 1 September to 31 October 2019. There were queries about an invoice paid to the Christmas lighting contractor, which appeared to be substantial and belong to the previous year. The Clerk confirmed that he would seek an explanation of the detail. Committee members were concerned about the cost of an emergency call out fee for joinery work, following a break-in at the Bowling Club. Contacts for less costly emergency contractors should be shared with appropriate officers as soon as possible. The cost of

skips continued to cause the Committee concern, and there were a number of suggestions as to how this can be avoided. The Clerk explained that most of the skip costs were due to the increased cost of clearing derelict allotment plots. This task was diminishing, as more plots were cleared and brought back into use, but there was still a way to go. It was hoped that some of the cost could clawed back by the new policy of charging leavers for the waste left on their site.

Resolved: To note the Schedule of Payments.

F19.49. Bank Reconciliation Statement

The Committee received the Bank Reconciliation Statement as at 31 October 2019.

Resolved: To note the report.

F19.50. Budget Monitoring Statement

The committee received a report on the Budget Monitoring Statement for 2019–2020 to 31 October 2019.

Resolved: To note the report.

F19.53 Financial Management Software

The Clerk reported that the new system was beginning to bed in successfully, though it would be the year end before it could be considered fully operational. There was some discussion about electronic banking and payments. The Clerk suggested that these should be subject to the Financial Regulations review currently being undertaken by the Mayor, Cllr Armstrong and himself.

Resolved: To note the report.

F19.54 Employment Issues

The Clerk reported that there were no current issues requiring the Committee's consideration.

F19.55. Policy and Procedures

The Clerk reported that he was currently working on a range of policy statements for the next meeting of the Committee. These included advertising, updating safeguarding, parking on Council land, discipline and grievance, and heritage.

Resolved: To note this report.

F19.56. Town Council Office Accommodation

The Clerk reported that he had received a draft valuation report from Hyde Harrington concerning the Princess Street Day Care Centre, currently unoccupied, but owned by Cumbria County Council. The report valued the property at £35,000, noting that the property would require re-roofing, and a number of other repairs. There was some discussion as to how such a purchase would be best funded. It was noted that whereas the property value was relatively low, the cost of renovation might be considerably more, and therefore a larger capital sum would be required. The Clerk reported that he had made best/worst case calculations based on borrowing money from the Public Works Loan Board, and moving the Council's operational base to the building could save it as much as £50,000 over ten years.

Resolved: To seek the consent of the Full Council to make an offer to Cumbria County Council in line with the valuer's report.

19.57. Budget 2020-21

The Committee considered the budget proposals for the element of the council budget currently allocated to Finance and General Purposes. The finalised budget will contribute to the overall budget which is considered by this committee at a subsequent meeting in January, when the Council Tax base has been published. Each line of the budget was considered, with the Clerk explaining the rationale behind each proposed value. It was noted that the accommodation cost projections were based on current accommodation costs, but that it was anticipated that any change in accommodation would be broadly in line, initially. Minor changes to the proposed budget included increasing the amount set aside for Personal Protective Equipment (PPE) and Office general expenditure (to assist in a move if required), and a small sum was put in for Town Hall Development, again to account for moving costs. It was proposed to uplift Youth Provision, to ensure the Council had resource to finance plans it may consider in supporting activities for young people in the town.

Resolved: To propose the budget appended to this minute.

The meeting closed at 19.52

Proposed Budget F&GP Elements 2020-21

		2019	estimated outturn	estimated outturn over budget	Proposed 2020	% of 2019 budget
Accommodation	R	16,500	16,000	97%	16,500	100%
Advertising civic/employment	R	750	500	67%	750	100%
Annual Meeting	R	2,750	2,486	90%	1,800	65%
Audit fees	R	2,250	1,750	78%	2,250	100%
Car Park	C	0	-	0%	0	#DIV/0!
Civic Functions	R	4,000	2,000	50%	4,000	100%
Election Fund	RR	4,500	4,500	100%	4,500	100%
Elections	R	3,500	-	0%	3,500	100%
Fleet	R	5,000	5,000	100%	5,000	100%
Insurance	R	4,500	4,500	100%	4,500	100%
Mayoral Allowance	R	3,100	3,100	100%	3,100	100%
Mayoral benches	C	500	500	100%	500	100%
Mayoral Travel	R	1,020	1,020	100%	1,020	100%
NI and Pensions	R	42,120	42,000	100%	43176	103%
Office general	R	3,000	3,000	100%	5,000	100%
PPE	R	1,000	1,000	100%	2,000	100%
Postage	R	1,785	1,785	100%	1,785	100%
Printing and stationery	R	1,836	1,800	98%	1,836	100%
Repairs and renewals	R/C	5,000	5,000	100%	5,000	100%
Robes	C	1000	-	0%	0	0%
Salaries	R	184,000	184,000	100%	189152	103%
Staff Training	R	4,000	4,000	100%	4,000	100%
Subscriptions	R	2,000	2,000	100%	2,200	110%
Telecoms and IT	R	8,000	7,000	88%	8,000	100%
Town Hall Development	C	1000	1,000	100%	1,000	0%
Website and newsletter	R	5,865	5,865	100%	5,865	100%
Community Development		15,000	8,000	53%	5,000	33%
Citizen's Advice Bureau		5,000	5,000	100%	5,000	100%
Member Development		3,000	1,000	33%	2,000	67%
Youth Provision		10,000	10,000	100%	15,000	50%
Total		341,976	323,806	95%	343,434	100.4%