

Workington Town Council

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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 2nd March 2026 at 6.30pm at Workington Town Council Offices, Town Hall, Oxford Street, Workington.

Cllr Mike Rollo (Chair)	Present	Cllr Beth Dixon (Vice Chair)	Absent
Cllr Michael Heaslip	Present	Cllr Tricia Poole	Present
Cllr Allan Hodgson	Absent*	Cllr Stephen Stoddart	Present
Cllr Bernadette Jones	Present	Cllr Ellie Wood	Absent*
Cllr John Mills	Present	Cllr Joan Wright	Present

Also in attendance: Chief Officer/RFO.

FG25.82 Absences: Absences notified prior to the meeting were noted from Cllr Hodgson and Cllr Woods.

FG25.83 Declarations of Interest: Cllr Wright and Jones are members of the Twinning Association.

FG25.84 Exclusion of press and public: None

FG25.85 Public representation: None.

FG25.86 Minutes of the Previous Meeting

Resolved: Committee approved the minutes of the 19th January 2026 meeting and affirmed them a true record.

FG25.87 Public Questions: None

FG25.88 Questions and Statements from Members: None

FG25.89 Motions on Notice: None

FG25.90 Budget 2025-2026

a) **Resolved:** Committee approved the bank reconciliation and statements of accounts for December 2025 and January 2026.

b) Committee noted the budget monitoring report YTD.

c) **Resolved:** Committee to request the following budget changes to Full Council:

- £1,000 to be vired from Repairs and Renewals into General.
- £2,700 to be vired from Repairs and Renewals into Accommodation.
- £12,000 underspend to be carried forward from the salaries budget line and added to the 26-27 staff associated costs budget line to cover costs for event management.
- £30,000 underspend to be carried forward from the asset management budget line into the same 26-27 budget line.

- £6,500 from the elections budget line to be carried forward into the same 26-27 budget line.

FG25.91 Budget 2026-2027

Committee noted the approved budget.

FG25.92 Council Marketing

Committee noted the report for information.

Resolved: To appoint the Council's current agency, Meaningful Marketing, for general Council marketing for 2026-2027 at a cost of £8,000 from the 26-27 budget.

FG25.93 Projects Update

Committee discussed plans for the demolition of the café and received an update from the CO. Feedback on Facebook has been interactive with the community and Officers are looking into a temporary toilet block for the area as an interim measure. Suggestions for future long-term plans will be brought to committee for consideration when possible.

Committee noted the report for information.

FG25.94 Twinning

Committee noted the report for information.

It was discussed that a partnership agreement was needed between the Council and the Twinning Association to outline what each party is responsible for and expectations.

Committee also needs sight of the Association's financial report for transparency.

Cllr Mills advised he has stepped down from his role on the association.

Resolved: Committee approved payment of the invoice from the Twinning Association for £2,500 from the 25-26 Twinning budget line.

Resolved: To prepare a partnership agreement for discussion with the Twinning Association.

FG25.95 Policies

Committee requested that age ranges were removed from the menopause policy as it can happen at any age and include perimenopause in the policy.

Resolved: Once the above changes have been made, request approval and adoption to Full Council for the following policies:

- a) Subject access request and form
- b) Surveillance Camera
- c) Sexual harassment
- d) IT
- e) Menopause
- f) Outside Bodies

Meeting ended at 18.48.

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 28 February 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2026	Current Bank A/c	761,615.61
28/02/2026	West Cumbria Credit Union	10,599.74
28/02/2026	Petty Cash	0.00
28/02/2026	PayPal	200.82

772,416.17

Receipts not on Bank Statement

0.00

Closing Balance

772,416.17

All Cash & Bank Accounts

1	Current Bank A/c	761,615.61
3	West Cumbria Credit Union	10,599.74
4	Petty Cash	0.00
5	PayPal	200.82
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	772,416.17

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	875,331.99					875,331.99	
020226	Banked: 02/02/2026	50.00						
020226	B Jones	50.00			1190	100	50.00	2 x Civic Dinner Tickets
040226	Banked: 04/02/2026	50.00						
040226	A Asbridge	50.00			1190	100	50.00	2 x Civic Dinner Tickets
26012914XX	Banked: 04/02/2026	50.00						
26012914XX	M Fleet	50.00			1190	100	50.00	2 x Civic Dinner Tickets
26013010GG	Banked: 04/02/2026	133.04						
26013010GG	J Irving	133.04			1310	120	133.04	Siddick 19&20
050226	Banked: 05/02/2026	75.00						
050226	D Farrar	75.00			1190	100	75.00	2 x Civic Dinner Tickets
060226-1	Banked: 06/02/2026	50.00						
060226-1	M Crellin	50.00			1190	100	50.00	2 x Civic Dinner Tickets
WOPI11288	Banked: 06/02/2026	50.00						
WOPI11288	Workington Academy	50.00			1190	100	50.00	2 x Civic Dinner Tickets
po_1SyhzwK	Banked: 09/02/2026	7.26						
po_1SyhzwK	Stripe Payout	7.26			1255	120	7.26	VP Tennis Court Fees
110226	Banked: 11/02/2026	50.00						
110226	Wigton Town Council	50.00			1190	100	50.00	2 x Civic Dinner Tickets
110226	Banked: 11/02/2026	50.00						
110226	B Thompson	50.00			1190	100	50.00	2 x Civic Dinner Tickets
2025/83	Banked: 13/02/2026	44.81						
2025/83	D Bowers	44.81			1310	120	44.81	Cranbourne Street 17
po_1T1FHZK	Banked: 16/02/2026	3.63						
po_1T1FHZK	Stripe Payout	3.63			1255	120	3.63	VP Tennis Court Fees
PID1114650	Banked: 16/02/2026	49.16						
PID1114650	SumUp Payments Acc.	49.16			1190	100	49.16	2 x Civic Dinner Tickets
2025/53	Banked: 17/02/2026	100.09						
2025/53	M Carr	100.09			1310	120	100.09	Annie Pit 50
6xCIVIC	Banked: 18/02/2026	150.00						
6xCIVIC	Various	150.00			1190	100	150.00	6 x Civic Dinner Tickets
PID1117518	Banked: 19/02/2026	73.73						
PID1117518	SumUp Payments Acc.	73.73			1190	100	73.73	3 x Civic Dinner Tickets
2025/219	Banked: 19/02/2026	11.56						
2025/219	T Falcon	11.56			1310	120	11.56	Wastwater 1
CIVIC	Banked: 19/02/2026	25.00						
CIVIC	M Ridley	25.00			1190	100	25.00	Civic Dinner Ticket
FDMS230226	Banked: 23/02/2026	90.45						

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
FDMS230226	Various	90.45			1310	120	79.84	G Houston - Annie Pit 24
					1310	120	10.61	K Topping - Wastwater 5
po_1T3mZzK	Banked: 23/02/2026	3.63						
po_1T3mZzK	Stripe Payout	3.63			1255	120	3.63	VP Tennis Court Fees
WTC2	Banked: 23/02/2026	-350.00						
WTC2	Sasha's Entertainments	-350.00			1190	100	-350.00	Civic Dinner Entertainment
MISC	Banked: 25/02/2026	152.86						
MISC	Various	152.86			1310	120	77.86	M Winder - Rosehill 7
					1190	100	75.00	3 x Civic Dinner Tickets
CIVIC	Banked: 25/02/2026	20.00						
CIVIC	A Phinn	20.00			1190	100	20.00	Civic Dinner Raffle
CIVIC	Banked: 25/02/2026	25.00						
CIVIC	J Mills	25.00			1190	100	25.00	Donation to Mayor's Fund
CIVIC	Banked: 26/02/2026	1,500.00						
CIVIC	D Farrar	1,500.00			1190	100	1,500.00	Contribution to Mayor's Fund
CIVIC	Banked: 26/02/2026	10.00						
CIVIC	S Binyon	10.00			1190	100	10.00	Civic Dinner Raffle
FEB2026	Banked: 28/02/2026	2,550.00						
	Sales Recpts Page 252	2,550.00	2,550.00		100			Sales Recpts Page 252
Total Receipts for Month		5,025.22	2,550.00	0.00			2,475.22	
Cashbook Totals		<u>880,357.21</u>	<u>2,550.00</u>	<u>0.00</u>			<u>877,807.21</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/02/2026	Olivia Pascoe Tennis Coaching	OP0126/944	160.00	160.00		500			VP Tennis Sessions Jan 2026
02/02/2026	Lex Autolease Limited	058025/923	663.75	663.75		500			EV Van Lease Jan/Feb 2026
02/02/2026	Autoserve Ltd	898663/910	37.91	37.91		500			Maint. for Estates Van Jan 26
02/02/2026	A New Hope Cumbria CIC	02022026	80.00			4110	100	80.00	4 x Suicide Awareness Courses
04/02/2026	PayPal	3D4167410Y	250.00			240		250.00	Transfer funds to debit card
10/02/2026	Card Saver Limited	FEB26	14.22	14.22		500			Purchase Ledger DDR Payment
11/02/2026	Adecco UK Ltd	287721/964	634.39	634.39		500			Temp Admin w/e 23/01/26
11/02/2026	Adecco UK Ltd	293971/965	612.77	612.77		500			Temp Admin w/e 30/01/26
11/02/2026	BNP Paribas Leasing Solutions	022940/931	479.09	479.09		500			Estates Van Lease Jan/Feb 2026
11/02/2026	HM Land Registry	617329/976	70.00	70.00		500			Searches - Beckstone Allotment
12/02/2026	PayPal	1GH07041AL	250.00			240		250.00	Transfer funds to debit card
13/02/2026	Arborscape	10804/948	252.00	252.00		500			Hire of Wood Chipper
13/02/2026	Beacon Fire Protection Ltd	115929/949	49.62	49.62		500			WTCCC Fire Ext. Service
13/02/2026	B and Q	603801/983	7.19	7.19		500			Mixed Security Socket
13/02/2026	Burnetts Solicitors	311781/959	672.00	672.00		500			Legal for W/Side Moss Bay Road
13/02/2026	Cumberland Council	405770/941	29,403.80	29,403.80		500			WTC Payroll December 2025
13/02/2026	Cumberland Council	406257/978	2,412.50	2,412.50		500			Town Hall Rooms 1 & 3
13/02/2026	David Allen IT Limited	124049/986	6,205.51	6,205.51		500			Samsung Tablets
13/02/2026	David Allen IT Limited	124050/987	3,840.00	3,840.00		500			IT Support & Migration
13/02/2026	Deltawaite Limited	170711/985	23.94	23.94		500			Fleece Jacket
13/02/2026	Fenland Leisure Products Ltd	070251/977	74.40	74.40		500			Swing Chains
13/02/2026	Firpress Ltd	23923/937	66.00	66.00		500			Asset Tag Stickers
13/02/2026	First Image Signs Limited	4358/982	354.00	354.00		500			Graphics on new Van
13/02/2026	FuelGenie Business Account	581165/947	124.27	124.27		500			Fuel for Van & Equip Jan 26
13/02/2026	Furniture@Work Ltd	686054/936	2,124.00	2,124.00		500			Tables for Park End Shelter
13/02/2026	Hall Park Hotel	202602/924	155.40	155.40		500			WNP Christmas Meal
13/02/2026	Manx Telecom Trading Ltd	935067/956	24.42	24.42		500			Matrix Board Sim Cards Feb 26
13/02/2026	National Association of Local	01397/984	42.00	42.00		500			Training (Emma Chapman)
13/02/2026	Christina Norman	010/967	72.00	72.00		500			WTCCC Cleaning Jan 2026
13/02/2026	Npower Ltd	936377/974	113.79	113.79		500			Queens Hut Electricity Jan 26
13/02/2026	Npower Ltd	956616/980	115.82	115.82		500			VP Café & Lights Jan 26
13/02/2026	PPL PRS Ltd	265557/943	263.23	263.23		500			Music Performance Royalty Fees

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/02/2026	Screwfix	361269/935	28.99	28.99		500			Chainsaw Oil
13/02/2026	Travis Perkins Trading Company	294341/955	74.90	74.90		500			Ballast Bulk Bags
13/02/2026	Tudor Environmental	444286/958	137.29	137.29		500			Lawn Rakes & Spades
13/02/2026	Water Plus	291326/VAR	465.70	465.70		500			A/Pit Water Dec 25 to Jan 26
13/02/2026	Water Plus	390890/VAR	35.15	35.15		500			P/Ledger Electronic Payment
13/02/2026	Watson Dairies Ltd	310126/960	11.50	11.50		500			Milk for WTC Jan 26
13/02/2026	WF Cascade	34478/963	18.42	18.42		500			Mop & Bucket
13/02/2026	WF Cascade	W070/VAR	98.24	98.24		500			WTCCC Cleaning Jan 2026
13/02/2026	First Data Europe Limited	FEB2026	53.02	53.02		500			Purchase Ledger DDR Payment
13/02/2026	PayPal	4PE88951H1	250.00			240		250.00	Transfer funds to debit card
18/02/2026	Total Energies Gas & Power	134615/957	722.67	722.67		500			WTCCC Gas Nov-Jan 25/26
20/02/2026	Cumberland Council	405932/961	26,804.32	26,804.32		500			WTC Payroll January 2026
20/02/2026	Adecco UK Ltd	299998/004	692.06	692.06		500			P/Ledger Electronic Payment
20/02/2026	Adecco UK Ltd	306301/011	692.06	692.06		500			P/Ledger Electronic Payment
20/02/2026	Viz-Pro Limited	6KYWHI/901	153.90	153.90		500			Notice Boards
20/02/2026	NextGen Retail Ltd	1O6B9U/916	47.67	47.67		500			Union Jack Flags
20/02/2026	Home Essence Ltd	8XBWV7/897	18.99	18.99		500			Mailbox for Town Hall
20/02/2026	Gloria Seeds Limited	B0AX1I/962	11.20	11.20		500			White Perennial Flowers
23/02/2026	Daisy Communications Ltd	206410/996	85.27	85.27		500			WTCCC Phone & B/band Mar 26
24/02/2026	HSBC UK	JAN2026	6.50	6.50		500			Bank Charges Jan 2026
25/02/2026	PayPal	4T2624356W	500.00			240		500.00	Transfer funds to debit card
25/02/2026	Adecco UK Ltd	1004 ERROR	692.06	692.06		500			P/Ledger Electronic Payment
25/02/2026	Amazon EU S.a.r.l. UK Branch	MIAEUD/992	6.99	6.99		500			Sheet for Bus Station Clock
25/02/2026	Amazon EU S.a.r.l. UK Branch	62AEUD/994	23.98	23.98		500			Bulletin Board
25/02/2026	Deltawaite Limited	170982/989	59.10	59.10		500			Rain Trousers
25/02/2026	Earth Anchors Ltd	42802/1007	655.20	655.20		500			Memorial Bench
25/02/2026	Furniture@Work Ltd	88645/1006	900.00	900.00		500			Conference Chairs
25/02/2026	Cumberland Council	406353/979	28,994.41	28,994.41		500			WTC Payroll October 2025
25/02/2026	MKM BS Workington	37548/1010	184.75	184.75		500			Plywood Boards for Art Project
25/02/2026	Christina Norman	25011/1002	36.00	36.00		500			Town Hall Cleaning Feb 26
25/02/2026	R & J Industrial Supplies Ltd	96390/1014	91.70	91.70		500			Asstd Bolts, Nuts & Drill Bits
25/02/2026	Screwfix	74107/1009	23.34	23.34		500			Clear Silicone Sealant
25/02/2026	Screwfix	97742/1012	27.16	27.16		500			Yellow & White Marking Paint

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/02/2026	Travis Perkins Trading Company	842457/995	132.48	132.48		500			Postcrete/Fencing/Scre (WNP)
25/02/2026	Water Plus	733584/999	1.47	1.47		500			Annie Pit Water Jan to Feb 26
25/02/2026	Water Plus	53274/1016	160.21	160.21		500			Siddick Water Jun 25 to Jan 26
25/02/2026	West Cumberland Engineering Li	00664/1008	2,278.20	2,278.20		500			Miners Bench
25/02/2026	Whitehaven Gas & Plumbing	5103/993	550.04	550.04		500			WTCCC Boiler Service & Repairs
25/02/2026	DV Containers Ltd	24815/1013	3,234.00	3,234.00		500			P/Ledger Electronic Payment
25/02/2026	Emma Chapman	25022026	50.05			4100	100	50.05	Expenses - Mileage Nov - Feb
26/02/2026	Managed Technology Corporation	242692/998	84.59	84.59		500			Support for printer Feb-May 26
Total Payments for Month			118,741.60	117,361.55	0.00			1,380.05	
Balance Carried Fwd			761,615.61						
Cashbook Totals			<u>880,357.21</u>	<u>117,361.55</u>	<u>0.00</u>			<u>762,995.66</u>	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	277.80					277.80	
	Banked: 04/02/2026	250.00						
3D4167410Y	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
	Banked: 04/02/2026	0.73						
2BG266731F	PayPal Inc.	0.73			1999	100	0.73	Debit Card Cashback Bonus
	Banked: 12/02/2026	250.00						
1GH07041AL	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
	Banked: 13/02/2026	250.00						
4PE88951H1	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
	Banked: 18/02/2026	2.96						
2SX83196TF	PayPal Inc.	2.96			1999	100	2.96	Debit Card Cashback Bonus
	Banked: 25/02/2026	500.00						
4T2624356W	Current Bank A/c	500.00			200		500.00	Transfer funds to debit card
	Banked: 25/02/2026	1.21						
2MP69138T3	PayPal Inc.	1.21			1999	100	1.21	Debit Card Cashback Bonus
Total Receipts for Month		1,254.90	0.00	0.00			1,254.90	
Cashbook Totals		<u>1,532.70</u>	<u>0.00</u>	<u>0.00</u>			<u>1,532.70</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/02/2026	reMarkable AS	5K034272NE	29.90	29.90		500			Connect Subscription 2026/27
03/02/2026	The Events Industry Forum Ltd	3Y741822NV	60.00	60.00		500			Purple Guide Subscription 2026
07/02/2026	Canva Pty. Ltd.	1SM718842E	92.09	92.09		500			Canva Pro Subscription 2026/27
11/02/2026	Argos	1LM180464C	96.95			4870	120	96.95	Kitchenware - Park End Shelter
11/02/2026	Dunelm	6NJ73265KX	141.95			4870	120	141.95	Kitchenware - Park End Shelter
13/02/2026	Amazon EU S.a.r.l. UK Branch	3TY46962EY	119.98	119.98		500			P/Ledger Electronic Payment
13/02/2026	Trophies Sport and Leisure	03P27243WR	233.00			4650	110	233.00	Plaques for Bus Station
19/02/2026	First Tunnels Limited	7KX549004U	156.00	156.00		500			P/Ledger Electronic Payment
19/02/2026	Post Office Ltd.	90J70726AU	85.00			4180	100	85.00	Stamps
25/02/2026	Card Factory	26916185L3	5.37			4650	110	5.37	Bus Station Anniversary Trail
26/02/2026	Blinds2Go Limited	95N94036N8	310.79	310.79		500			P/Ledger Electronic Payment
28/02/2026	Heron Foods	0J5910464S	0.85			4210	100	0.85	Milk for Town Hall
Total Payments for Month			1,331.88	768.76	0.00			563.12	
Balance Carried Fwd			200.82						
Cashbook Totals			1,532.70	768.76	0.00			763.94	

Workington Town Council Budget Monitoring Report
Provisional Year End Accounts
Finance & General Purposes

As At
31-Mar

		Current Year 2025/26					
		Agreed Budget	Budget Revisions	Virement	Total Budget	Total Spend	Balance
100	Staffing						
4000	Salaries	307,592	0	(29,000)	278,592	277,813	779
4010	NI	37,696	0	0	37,696	34,609	3,087
4020	Pension	55,760	0	0	55,760	55,950	(190)
4030	Staff Associated Costs	0	0	29,000	29,000	16,243	12,757
4100	Staff Mileage	1,000	0	0	1,000	685	315
4110	Training	8,000	0	0	8,000	2,433	5,567
4280	Advertising	250	0	0	250	954	(704)
4310	PPE	2,000	0	0	2,000	1,400	600
		412,298	0	0	412,298	390,087	22,211
100	Office						
4120	Telecoms & IT	36,968	0	0	36,968	32,239	4,729
4150	Printing & Stationery	1,500	0	0	1,500	748	752
4180	Postage	1,500	0	0	1,500	2,003	(503)
4210	General	5,000	0	1,000	6,000	5,625	375
4125	Marketing	7,000	0	0	7,000	6,215	785
		51,968	0	1,000	52,968	46,830	6,138
100	Finance						
4140	Insurance	7,500	0	0	7,500	6,399	1,101
4200	Audit Fees	4,000	0	0	4,000	2,548	1,452
4460	PWLB Capital Payment	5,200	0	0	5,200	5,099	101
4470	PWLB Interest Payment	6,700	0	0	6,700	6,572	128
		23,400	0	0	23,400	20,618	2,782

Workington Town Council Budget Monitoring Report
Provisional Year End Accounts
Finance & General Purposes (contd.)

As At
31-Mar

		Current Year 2025/26					
		Agreed Budget	Budget Revisions	Virement	Total Budget	Total Spend	Balance
100	Property						
4190	Repairs & Renewals	11,000	0	(3,700)	7,300	1,127	6,173
4262	Fleet Lease	6,150	0	0	6,150	5,289	861
4264	Fleet Consumables	1,500	0	0	1,500	1,420	80
4270	Accommodation	16,501	0	2,700	19,201	19,304	(103)
4485	Asset Management	100,000	51,000	0	151,000	111,466	39,534
		135,151	51,000	(1,000)	185,151	138,606	46,545
100	Civic Governance						
4230	Elections	6,500	0	0	6,500	0	6,500
4250	Civic Functions	12,125	0	0	12,125	12,477	(352)
4160	Website	2,000	0	0	2,000	396	1,604
4170	Subscriptions and Memberships	3,452	0	0	3,452	3,179	273
4320	Mayoral Allowance	3,100	0	0	3,100	3,100	0
4340	Member Travel	500	0	0	500	648	(148)
4450	Trusteeship	12,800	0	0	12,800	4,692	8,108
4365	Twinning	5,000	0	0	5,000	2,500	2,500
4380	Member Development	750	0	0	750	0	750
4430	Legal and Professional	10,000	0	0	10,000	8,697	1,303
4490	Community Development Planning	10,000	0	0	10,000	(340)	10,340
		66,227	0	0	66,227	35,349	30,878
		689,044	51,000	0	740,044	631,490	108,554

Workington Town Council Budget Monitoring Report
Provisional Year End Accounts
Culture & Community

As At
31-Mar

		Current Year 2025/26					
		Agreed Budget	Budget Revisions	Virement	Total Budget	Total Spend	Balance
110	Culture & Community						
4545	Christmas	90,000	0	0	90,000	85,057	4,943
4595	Youth and Social Investment	22,000	0	0	22,000	14,162	7,838
4655	Festival of Running	10,000	0	0	10,000	8,356	1,644
4685	Reach Out	10,000	0	0	10,000	10,437	(437)
4652	Party in the Park	25,000	0	0	25,000	24,396	604
4650	Cultural Celebrations	44,700	0	0	44,700	35,663	9,037
4590	Funding	15,000	0	0	15,000	14,996	4
4580	Cultural Marketing	6,000	0	0	6,000	6,000	0
		222,700	0	0	222,700	199,067	23,633

Workington Town Council Budget Monitoring Report
Provisional Year End Accounts
Environment

As At
31-Mar

		Current Year 2025/26					
		Agreed Budget	Budget Revisions	Virement	Total Budget	Total Spend	Balance
120	Environment						
4700	Street Displays	26,000	0	0	26,000	21,873	4,127
4705	Environmental Activities	3,000	0	0	3,000	1,661	1,339
4710	Green Grants	3,000	0	0	3,000	1,608	1,392
4810	Streetscene	10,000	0	0	10,000	10,867	(867)
4830	Vulcan Park	19,000	0	0	19,000	19,104	(104)
4840	Play Areas	45,000	0	0	45,000	42,603	2,397
4850	Allotments	24,700	0	0	24,700	17,763	6,937
4860	Estate Management	10,000	0	0	10,000	10,637	(637)
4870	Estate Development	201,000	0	0	201,000	174,034	26,966
4730	Nature Partnership	25,500	0	0	25,500	23,948	1,552
		367,200	0	0	367,200	324,098	43,102
TOTAL YEAR END		1,278,944	51,000	0	1,329,944	1,154,655	175,289

Workington Town Council Budget Monitoring Report
Full Council

Current Year 2025/26						
Agreed Budget	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 31-Mar-26	Committed Expenditure	Estimated Balance at 31-Mar-26

Finance & General Purposes	689,044	51,000	0	740,044	631,490	0	108,554
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Culture & Social Investment	222,700	0	0	222,700	199,067	0	23,633
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Environment	367,200	0	0	367,200	324,098	0	43,102
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1,278,944	51,000	0	1,329,944	1,154,655	0	175,289
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Reserves	as at 31-Mar-26	
Balance brought forward		504,325
Precept Received	1,070,744	
All other receipts	140,243	
Total receipts		1,210,987
Staff costs	370,806	
Loan interest/capital repayments	11,671	
All other payments	772,177	
Total payments		1,154,654
Period end balance		560,658
Minimum reserve (25% of budget)		267,686
		292,972

2026/27	
Budget	
	560,658
1,124,740	
37,500	
	1,162,240
440,475	
11,800	
726,800	
	1,179,075
	543,823
	281,185
	262,638

Priority	PROJECT NAME	TIMELINE														Committee	COMMENTS	OFFICER	Status Key	Priority Key
		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	FINISH	# of DAYS					
	IT	In Progress	In Progress	Complete												F & GP	Complete	PY	Not Started	High
	MCS	In Progress	In Progress	In Progress	Overdue	Overdue	Complete									F & GP	New forms / system is live. Officers are currently in test mode. New forms on website. Communication to the public will happen over the next few months	PY	In Progress	Medium
	Park End Shelter	Planning	In Progress	In Progress	Complete											ENV	Complete	EC	Complete	Low
	The Ranch (tree planting)	Planning	Planning	Planning	Planning	Complete										ENV	Complete	SB	On Hold	
	Siddick (tree planting)	Planning	Planning	Planning	Planning	Complete										ENV	Complete	SB	Overdue	
	Stoneleigh	Planning	Planning	Planning	Planning	Planning	In Progress	In Progress	In Progress	Complete						ENV		SB	Under Investigation	
	Tennis Programme	Planning	Planning	Planning	Planning	In Progress	In Progress	In Progress	In Progress	Planning	Planning	Planning	Planning			CSI	Annual tennis programme approved by Culture. Investigating flood lights, funding and teacher training for schools sessions	SB		
	Acquisitions	INV	INV	INV	INV	INV	INV	INV								F & GP	Officers are investigating options/costs before committee/council approval	EC		
	Lamp-posts	Planning	Planning	Planning	In Progress	In Progress	Complete									ENV	Currently working with Lakes College to re-se in Vulcan Park	SB		
	Miners Bench	Planning	Planning	Planning	Planning	In Progress	In Progress	In Progress	Complete							ENV	Cost approved by Environment, bench commissioned, highways approval sought.	SB		
	Miners Wheel	INV	INV	INV	INV											ENV	Officers are investigating project options/costs before committee consideration	EC		
	Princess Street	Planning	Planning	In Progress	In Progress	In Progress	In Progress	Complete								F & GP	Work will being end of May with finished estimated end of July.	EC		
	Brewery House	Planning	Planning	In Progress	Complete											F & GP	Work is well underway and is due to complete shortly.	EC		
	Café	Planning	Planning	In Progress	Overdue	Overdue	Complete									F & GP	Demolition. CCTV scheduled for re-location. Planning permission from Cumberland in progress.	EC		
	Community Emergency Response	Planning	Planning	Planning	Planning	Complete										ENV	Discussions with WCERG and Cumberland Council to consider implications of WTC taking this over. Environment to consider.	EC		



Workington Town Council Financial Regulations

April 2025

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Telephone: 01900 702986
Email: office@workingtontowncouncil.gov.uk

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



Website: www.workingtontowncouncil.gov.uk

Contents

1. General.....	3
2. Risk management and internal control.....	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement.....	7
6. Banking and payments	9
7. Electronic payments.....	10
8. Cheque payments	12
9. Payment cards	12
10. Petty Cash	12
11. Payment of salaries and allowances	12
12. Loans and investments.....	13
13. Income.....	13
14. Payments under contracts for building or other construction works.....	14
15. Stores and equipment.....	14
16. Assets, properties and estates	14
17. Insurance	15
18. Suspension and revision of Financial Regulations.....	15
Appendix 1 - Tender process	16

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Proper Officer has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources;
 - and

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £10,000; and

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Proper Officer shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Proper Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, the Finance and General Purposes Committee shall be appointed to verify bank reconciliations (for all accounts) produced by the Proper Officer/RFO. The Chair of the F & GP committee shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee.



- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the Proper Officer/RFO and the Finance and General Purposes Committee in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and



- has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Proper Officer and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than November each year, the Proper Officer/RFO and Chair of Finance and General Purposes Committee shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent committed spend and grants received for uncompleted projects may be carried forward into a new financial year (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposals to the Proper Officer/RFO for their review and that of the Finance & General Purposes Committee not later than the end of November each year.

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & General Purposes Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the relevant committee but requires approval from full council before these amendments to the budget can be actioned.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (except for items listed in paragraph 6.11) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Proper Officer shall seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Proper Officer shall seek at least 3 fixed-price quotes;

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- 5.9. Where the value is between **£1,000** and £3,000 excluding VAT, the Proper Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. The Council may choose to enter into long term contracts with suppliers, following the required procurement process, and can do so, but should follow the same rules stated above for the approval process, based on the total amount awarded to the supplier at the end of the contract i.e. a contract awarded for £2,500 for 3 years equals £7,500 therefore can be approved by the relevant committee. A contract for £5,000 for 3 years equals £15,000 and therefore requires approval of the full council.
- 5.11. For smaller purchases (**below £1,000**), Proper Officer/RFO shall seek to achieve value for money and, if available, is authorised to use a supplier on the Council's preferred suppliers list.
- 5.12. **Contracts must not be split to avoid compliance with these rules.**
- 5.13. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.14. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.15. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.16. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Proper Officer, under delegated authority, for any items below **£1,000** excluding VAT.
 - the Proper Officer, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
 - in respect of grants/commissions/funding, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council. A completed conditions of funding form is required for payment to be made. Approval required before the next available meeting of the committee may be approved by the Chair and Vice Chair up to the value of £500 and be reported to the next available committee meeting.



- the council for all items over £10,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.17. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.18. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.19. In cases of serious risk to the delivery of council services or to public safety on council premises, the Proper Officer may authorise expenditure of up to £1,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Proper Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.20. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.21. An official purchase order, letter or email shall be issued for all work, goods and services above £700 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.22. Any ordering system can be misused and access to them shall be controlled by the Proper Officer/RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Proper Officer/RFO, and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC for its main current account, using this for all day-to-day council transactions and for managing The Mayor's fundraising activities. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Proper Officer/RFO. Where the certification of invoices is done as a batch; the signature of the Proper Officer/RFO



is confirmation that all invoices listed have been 'examined, verified and certified' by the Proper Officer/RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, cheque or direct debit, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance & General Purposes Committee for information only.
- 6.9. Mayor's Fundraising Activities: the Proper Officer/DPO shall ensure that all transactions relating to The Mayor's fundraising will be recorded and a reconciliation reported to The Mayor monthly. The Mayor and the Chair of the F & GP committee shall sign and date the reconciliation and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee.
- 6.10. Mayor's Fundraising Activities: the Proper Officer/DPO shall ensure an annual report is presented to council outlining the transactions within this account.
- 6.11. The Proper Officer shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to **£1,000** excluding VAT, within an agreed budget.
 - ii. payments of up to £1,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Proper Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes committee.

7. Electronic payments

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- 7.1. Where internet banking arrangements are made with any bank, the Proper Officer/RFO shall be appointed as the Service Administrator but can appoint an appropriate Officer of the council (i.e., Finance Officer) to make approved payments on behalf of the Proper Officer/RFO. The bank mandate agreed by the council shall identify five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any approval process. The Proper Officer/RFO may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. Two authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.4. Evidence shall be retained showing which members approved the payments and a digital record of the transaction confirming that the payment has been made shall be stored for audit purposes.
- 7.5. A full list of all payments made in a month shall be provided to the next council and Finance & General Purposes committee meeting.
- 7.6. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.7. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.8. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members and the Proper Officer/RFO, evidence of this is retained and any payments are reported to the Finance and General Purposes Committee as part of the budget monitoring reports. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by the Proper Officer/RFO and the Finance Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



7.11. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised bank signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Proper Officer and will also be restricted to a single transaction maximum value of £700 unless authorised by council or Finance & General Purposes committee in writing before any order is placed.
- 9.2. A trade card account opened by the council will be restricted to use by appropriate Workington Town Council Officers and any other business partner approved by the Proper Officer/RFO. Accounts will allow the Council to be invoiced accordingly for spend, which will be approved as part of the standard payment approval process.
- 9.3. Personal credit or debit cards of members or staff may be used if the Council's debit card is not available, with a maximum amount of £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- a) The council will not maintain any form of cash float.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. Changes may be made to any employee's gross pay, emoluments, or terms and conditions of employment by the Proper Officer/RFO granted that the changes fit within the Council's agreed budget and are in line with NJC guidance.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & General Purposes committee to ensure that the correct payments have been made.
- 11.7. Any termination payments can be authorised by the Proper Officer/RFO, along with the Chair of the Council and Chair of the Finance and General Purposes Committee. A report will be supplied with regards to this spend at the next available Finance and General Purposes committee meeting.
- 11.8. Before employing interim staff, a report prepared by the Proper Officer/RFO should be considered by the Finance and General Purposes Committee.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Proper Officer/RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Proper Officer/RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Proper Officer/RFO. The Proper Officer/RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the Proper Officer/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

These Financial Regulations were adopted by the council at its meeting on XX 2026 (min XX).



- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Proper Officer/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Proper Officer/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly.
- 13.7. Mayor's Fundraising Activities: where significant sums of cash are regularly received by the council, the Proper Officer/RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income received from external bodies for grants or funding to the council for specific projects and events shall be accounted for within the relevant committee's income budget line and spent against the relevant budget line allocated to the said project or event. Income received and grant/funding spend will be included in all budget monitoring reports.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the Proper Officer/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Proper Officer/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. An appropriately appointed Officer shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The Proper Officer/RFO or appropriately appointed Officer shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Proper Officer shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.



- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The Proper Officer/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Proper Officer/RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances to the relevant committee.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Proper Officer.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Proper Officer or RFO. The Proper Officer shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been



presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Proper Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Proper Officer in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Proper Officer in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order, to be inserted once SOs are approved] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Workington Town Council

Standing Orders

Review April 2026

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Telephone: 01900 702986
Email: office@workingtontowncouncil.gov.uk
Website: www.workingtontowncouncil.gov.uk

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

Workington Town Council

Standing Orders 2026

Table of Orders

1. Meetings generally (including attendance and participation in meetings by persons not Councillors)
2. Committees and sub-committees
3. Ordinary council meetings
4. Extraordinary meetings of the council, committees and sub-committees
5. Rules of debate at meetings
6. Disorderly conduct at meetings
7. Motions for a meeting that require written notice to be given to the Proper Officer
8. Motions at a meeting that do not require written notice
9. Draft minutes
10. Previous resolutions
11. Voting on appointments
12. Management of information
13. Code of conduct and dispensations
14. Code of conduct complaints
15. Proper Officer
16. Member/Officer Communication
17. Responsible Financial Officer
18. Accounts and accounting statements
19. Financial controls and procurement
20. Handling staff matters
21. Responsibilities to provide information
22. Responsibilities under data protection legislation
23. Relations with the press/media
24. Execution and sealing of legal deeds
25. Communicating with district and county or unitary Councillors
26. Restrictions on Councillor activities
27. Approved reasons for absence
28. Urgent Business
29. Political Group
30. Standing orders generally

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

1.	MEETINGS GENERALLY
a	Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
b	The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
c	The minimum three clear days' public notice for a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened on the request of the Chair at shorter notice.
d	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.
e	The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
f	Subject to a meeting being quorate, all decisions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.
g	The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. <i>See standing orders 3h and i for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.</i>
h	Unless standing orders provide otherwise, voting on a decision shall be by a show of hands. At the request of a Councillor present, prior to the vote being taken, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for, against or abstained.
i	The minutes of a meeting shall include an accurate record of the following: <ul style="list-style-type: none"> i. the time and place of the meeting; ii. the names of Councillors who are present and the names of Councillors who are absent; iii. interests that have been declared by Councillors and non-Councillors with voting rights; iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	<ul style="list-style-type: none"> v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was public participation. vii. the resolutions made.
j	A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
k	<p>No business may be transacted at a meeting of Council unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than one third.</p> <p><i>See the Council's terms of reference and delegation of committees for the quorum of a committee or sub-committee meeting.</i></p>
l	If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
m	A meeting shall not exceed a period of two hours.
n	<p>Questions and statements by members:</p> <ul style="list-style-type: none"> i. At a standard meeting of the Council, a member of the Council or member of a committee may ask the Chair of a meeting any question or make a request to speak on any item of a meeting submitted to the Council, whether for confirmation or for report. ii. A member of the Council may: <ul style="list-style-type: none"> a) if notice in writing, containing the exact text of the question or statement, has been given to the Proper Officer at least one clear working day before the meeting, ask the Chair of a meeting any question or make a statement on any matter in relation to which the Council or Committee has powers or duties and which affects the town. The minimum one clear working day for notice of a question or statement does not include the day on which notice of the meeting was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. b) with the permission of the Chair or Chair of any Committee put to them any question or make a statement relating to urgent business of which such notice has not been given, but a copy in writing of the exact text of the question or statement, shall be sent to the Proper Officer not later than three o'clock in the afternoon of the day of the meeting. iii. The question or statement read at the meeting by the member will be the

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	<p>question or statement submitted to the Proper Officer. The member must be present at the meeting for the question or statement to be read.</p> <p>iv. Every question or statement, submitted to the Proper Officer, shall be put and answered without discussion but the person to whom a question has been put may decline to answer.</p> <p>v. An answer may take the form of:</p> <p>a) a direct oral answer,</p> <p>b) where the desired information is in a publication of the Council or other published work, a reference to that publication, or</p> <p>c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days.</p>
o	<p>Attendance and Participation in meetings by Persons not Councillors</p> <p>i. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of a confidential nature of the business to be transacted or for other commercially sensitive reasons. The public's exclusion from part or all of a meeting shall be by a resolution at that meeting which shall give reasons for the public's exclusion.</p> <p>ii. the press shall be provided with reasonable facilities for the taking of their report, for all or part of a meeting at which they are entitled to be present.</p> <p>iii. The Chair may invite any Officer of the Council or any other person who may have information relevant to any items of business to give evidence and answer questions on that matter.</p>
p	<p>Public Questions</p> <p>i. Electors who wish to ask a question at a meeting shall give notice to the Proper Officer and provide the exact text of the question/s it is intended to ask at least one clear working day before the meeting which shall not include the day on which the notice of the meeting was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning. The question/s stated in the notice given to the Proper Officer shall be the question/s asked at the meeting. The notice given will clearly state as to which agenda item the question relates to.</p> <p>ii. The Chair may permit a questioner to ask a supplementary question which must arise from the answer given, provided that no one question shall be considered for more than a maximum of three minutes and statements, which are not questions, will not be permitted.</p> <p>iii. Electors asking question/s shall address the Chair, state their name and confirm they reside at an address in the Parish of Workington.</p> <p>iv. Answers to questions may take the form of:</p> <p>a) a direct oral response</p>

	<ul style="list-style-type: none"> b) when the desired information is contained in a publication, a reference to that publication or c) when it is more convenient to do so, a written answer after the meeting within 10 working days. <ul style="list-style-type: none"> v. Every question shall be put and answered without discussion. vi. Questions shall not be permitted that relate to the individual affairs of either the questioner or any other named person but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern. vii. The Chair shall not allow any questions that is in their opinion: <ul style="list-style-type: none"> a) Defamatory, frivolous or offensive b) Requires the disclosure of exempt or confidential information c) Relates to complaints about individual Members or Officers. <p style="text-align: center;">Annual Town Meeting</p> <ul style="list-style-type: none"> viii. Electors wishing to speak at the Annual Town Meeting are not required to give notice as to the question they wish to ask. ix. All other standing orders regarding public participation in meetings should be followed. x. The Chair may interject if the topic of the question is not within the powers or control of the Council.
q	<p>Public Representations (statements)</p> <ul style="list-style-type: none"> i. Electors who wish to make a statement, in relation to an item on the agenda, at a meeting shall give notice to the Proper Officer and provide the exact text of the statement intended, at least one clear working day before the meeting; which shall not include the day on which the notice of the meeting was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning. ii. The Chair shall report any valid notice to the meeting, which shall decide whether to permit such representation. iii. Electors making representation shall address the Chair, state their name and confirm they reside at an address in the Parish of Workington and speak for a maximum of three minutes. iv. Representations shall not be permitted that relate to the individual affairs of either the elector or any other named person but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern. v. The Chair shall not allow any representations that is in their opinion: <ul style="list-style-type: none"> a. Defamatory, frivolous or offensive b. Requires the disclosure of exempt or confidential information

	<p>c. Relates to complaints about individual members or Officers.</p> <p>Annual Town Meeting</p> <p>vi. Electors wishing to speak at the Annual Town Meeting are not required to give notice as to the statement they wish to make.</p> <p>vii. All other standing orders regarding public participation in meetings should be followed.</p> <p>viii. The Chair may interject if the topic of the statement is not within the powers or control of the Council.</p>
r	A person who speaks shall stand and direct their comments to the Chair of the meeting. The Chair of the meeting may at any time permit a person to be seated when speaking.
s	<p>A Member or person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.</p> <p>The Chair of the meeting should be informed before the start, that the meeting is being ‘reported’ by a Member or person present, so that members of the committee may be informed prior to the meeting starting.</p> <p><u>Part two confidential items of agendas are not permitted to be reported on.</u></p>
t	A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

2.	COMMITTEES and SUB-COMMITTEES
a	Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
b	The members of a committee, sub-committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.
c	Unless the Council determines otherwise, any or all members of an advisory committee and a sub-committee may be non-Councillors and SO2div, SO2dv and SO2dvi shall not apply to advisory committees and sub-committees however constituted.
d	The Council may appoint standing committees or other committees as may be

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	<p>necessary, and:</p> <ul style="list-style-type: none"> i. shall determine their terms of reference; ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council; iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings; iv. shall, subject to standing orders 2(b) and (c), appoint members, so as to reflect so far as possible proportionality as between political groups (if any), and determine the terms of office of members of such a committee; v. The notified representative of a political group may give notice to the Proper Officer of group nominations to committee places allocated to the group. Members who are not in a political group shall also give notice to the Proper Officer of nominations including self-nominations to committee places allocated to such members. vi. may, subject to standing orders 2(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend and shall be of the same political group as the member they are replacing; vii. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee; viii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee; ix. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three; x. shall determine if the public may participate at a meeting of a committee; xi. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee; xii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and xiii. may dissolve a committee or a sub-committee.
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3.	ORDINARY COUNCIL MEETINGS
a	In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.
b	In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
c	If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

d	In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
e	The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.
f	The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
g	The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
h	In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
i	In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
j	<p>Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:</p> <ol style="list-style-type: none"> i. In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair and Vice Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date; ii. Confirmation of the accuracy of the minutes of the last meeting of the Council; iii. Consideration of any questions from electors of which notice has been given; iv. Questions and Statements from Members of which notice has been given; v. Consideration of any motions of which notice has been given; vi. Receipt of the minutes of the last meeting of a committee; vii. Consideration of the recommendations made by a committee; viii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities; ix. Review of the terms of reference for committees;

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	<ul style="list-style-type: none"> x. Appointment of members to existing committees; xi. Appointment of any new committees in accordance with standing order 2; xii. Review and adoption of appropriate standing orders and financial regulations; xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses; xiv. Review of representation on or work with external bodies and arrangements for reporting back; xv. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future; xvi. Review of inventory of land and other assets including buildings and office equipment; xvii. Confirmation of arrangements for insurance cover in respect of all insurable risks; xviii. Review of the Council's and/or staff subscriptions to other bodies; xix. Review of the Council's complaints procedure; xx. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 12, 20 and 21</i>); xxi. Review of the Council's policy for dealing with the press/media; xxii. Review of the Council's employment policies and procedures; xxiii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence; xxiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
k	<p>At an ordinary meeting (excluding the Annual Meeting), or an extra-ordinary meeting called by The Chair, the business shall include:</p> <ul style="list-style-type: none"> i. Confirmation of the accuracy of the minutes of the last meeting of the Council; ii. Consideration of any questions from electors of which notice has been given; iii. Questions and Statements from Members of which notice has been given; iv. Consideration of any motions of which notice has been given; v. Receipt of the minutes of the last meeting of a committee; vi. Consideration of the recommendations made by a committee; vii. Receipt and consideration of reports from Outside Bodies or other arrangements in which the Council is represented which have not been delegated to a Committee for consideration.

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

4.	EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES
a	The Chair of the Council may convene an extraordinary meeting of the Council at any time and public notice shall be given as for an ordinary meeting.
b	If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing via the Proper Officer to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place, agenda and motions on notice for such a meeting shall be signed by the two Councillors. Periods of notice shall be as for an ordinary meeting.
c	The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time and public notice shall be given as for an ordinary meeting.
d	If the Chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested in writing via the Proper Officer to do so by two members of the committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee. The public notice giving the time, place agenda and motions on notice for such a meeting shall be signed by the two Councillors. Periods of notice shall be as for an ordinary meeting.
e	Agenda items for an extraordinary meeting called by two members of the Council, shall include only: <ul style="list-style-type: none"> i. Absences ii. Declarations of Interest iii. Exclusion of Press and Public iv. Public Participation v. Motions on Notice of which notice has been given as per standing order 7 vi. A single agenda item detailing the business, which relates to a power or duty of the council, to which the purpose of calling the meeting is for.

5.	RULES OF DEBATE AT MEETINGS
a	Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
b	A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
c	A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn. Members who have submitted motions must be present in person at the meeting in which the motion is to be addressed. Motions from members who are not present will be removed from the agenda by the Chair

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	at the start of the meeting.
d	If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
e	An amendment is a proposal to remove or add words to a motion. It shall not negate the motion. Subject to standing order 5(i), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
f	If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
g	An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
h	A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
i	If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
j	One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
k	A Councillor may not move more than one amendment to an original or substantive motion.
l	The mover of an amendment has no right of reply at the end of debate on it.
m	Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
n	Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except: <ul style="list-style-type: none"> i. to speak on an amendment moved by another Councillor; ii. to move or speak on another amendment if the motion has been amended since they last spoke; iii. to make a point of order; iv. to give a personal explanation; or v. to exercise a right of reply.
o	During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
p	A point of order shall be decided by the Chair of the meeting and their decision shall be final.
q	When a motion is under debate, no other motion shall be moved except: <ul style="list-style-type: none"> i. to amend the motion; ii. to proceed to the next business; iii. to adjourn the debate; iv. to put the motion to a vote; v. to ask a person to be no longer heard or to leave the meeting; vi. to refer a motion to a committee or sub-committee for consideration; vii. to exclude the public and press; viii. to adjourn the meeting; or ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
r	Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
s	Excluding motions moved under standing order 5(q), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting. Councillors wishing to speak shall raise their hand, shall speak only when called by the Chair and shall stand while speaking, provided that the Chair may permit a Councillor to sit while speaking.

6.	DISORDERLY CONDUCT AT MEETINGS
a	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
b	If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
c	If a resolution made under standing order 6(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

7.	MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER
a	A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
b	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
c	The Proper Officer may, before including a motion on the agenda received in accordance with standing order 7(b), correct obvious grammatical or typographical errors in the wording of the motion.
d	If The Chair considers the wording of a motion received in accordance with standing order 7(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear working days before the meeting.
e	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected
f	The decision of The Chair as to whether or not to include the motion on the agenda shall be final.
g	Motions received shall be recorded and numbered in the order that they are received.
h	Motions rejected shall be recorded with an explanation by the Chair of the reason for rejection.
i	When a motion on notice has been considered, regardless of outcome, no similar motion on notice may be moved for a further six months unless it is necessary to enable the Council to meet a requirement of law or the chair agrees that a substantial change of circumstances requires that the matter be re-considered.

8.	MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE
a	The following motions may be moved at a meeting without written notice to the Proper Officer: <ul style="list-style-type: none"> i. to correct an inaccuracy in the draft minutes of a meeting;

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	<ul style="list-style-type: none"> ii. to move to a vote; iii. to defer consideration of a motion; iv. to refer a motion to a particular committee or sub-committee; v. to appoint a person to preside at a meeting; vi. to change the order of business on the agenda; vii. to proceed to the next business on the agenda; viii. to require a written report; ix. to appoint a committee or sub-committee and their members; x. to extend the time limits for speaking; xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest; xii. to not hear further from a Councillor or a member of the public; xiii. to exclude a Councillor or member of the public for disorderly conduct; xiv. to temporarily suspend the meeting; xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements); xvi. to adjourn the meeting; or xvii. to close the meeting.
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9.	DRAFT MINUTES
a	If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
b	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 8 (ai).
c	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
d	<p>If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:</p> <p>“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”</p>
e	If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

f	Subject to the publication of draft minutes in accordance with standing order 9(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
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10. PREVIOUS RESOLUTIONS	
a	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ten Councillors to be given to the Proper Officer in accordance with standing order 7, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
b	When a motion moved pursuant to standing order 10 (a) has been disposed of, no similar motion may be moved for a further six months.

11. VOTING ON APPOINTMENTS	
a	Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
b	A Councillor may nominate themselves at a meeting and prior to the meeting with at least two days' notice given to the Proper Officer. The Councillor nominating themselves or their seconder must be present at the meeting.

12. MANAGEMENT OF INFORMATION	
See also standing order 20.	
a	The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
b	The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
c	The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

d	Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.
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13.	CODE OF CONDUCT AND DISPENSATIONS See also standing order 1(k).
a	All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
b	Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
c	Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
d	A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee or sub-committee for which the dispensation is required and that decision is final.
e	A dispensation request shall confirm: <ul style="list-style-type: none"> i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates; ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote; iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and iv. an explanation as to why the dispensation is sought.
f	Subject to standing orders 13(c) and (e), a dispensation request shall be considered at the beginning of the meeting of the Council or committee or sub-committee for which the dispensation is required.
g	A dispensation may be granted in accordance with standing order 13(f) if having regard to all relevant circumstances any of the following apply: <ul style="list-style-type: none"> i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; ii. granting the dispensation is in the interests of persons living in the Council's area; iii. or it is otherwise appropriate to grant a dispensation.

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

14.	CODE OF CONDUCT COMPLAINTS
a	Upon notification by the Principal Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15.	PROPER OFFICER
a	The Proper Officer shall be either (i) the Proper Officer or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer as set out when the Proper Officer is absent.
b	<p>The Proper Officer shall:</p> <ol style="list-style-type: none"> i. at least three clear days before a meeting of the council, a committee or a sub-committee; <ul style="list-style-type: none"> • serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and • Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them). <p><i>See standing order 1(b) for the meaning of clear days for a meeting of a full council and standing order 1(c) for the meaning of clear days for a meeting of a committee;</i></p> ii. subject to standing order 8, include on the agenda all motions in the order received unless a Councillor has given written notice at least three working days before the meeting confirming their withdrawal of it; iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office; iv. facilitate inspection of the minute book by local government electors; v. receive and retain copies of byelaws made by other local authorities; vi. hold acceptance of office forms from Councillors; vii. hold a copy of every Councillor's register of interests; viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures; ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one); x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary; legal notices received shall be reported immediately to the Chair of Finance & General Purposes Committee and to the next meeting of that committee; xi. assist in the organisation of, storage of, access to, security of and

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	<p>destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);</p> <p>xii. arrange for legal deeds to be executed; (<i>see also standing order 23</i>);</p> <p>xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;</p> <p>xiv. record every planning application notified to the Council and the Council's response to the local planning authority electronically for such purpose;</p> <p>xv. notify a planning application received by the Council to members for consideration, and if requested, to Council or the Committee with delegated responsibility for responding to planning applications.</p> <p>xvi. manage access to information about the Council via the publication scheme; and</p> <p>xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect (<i>see also standing order 23</i>).</p> <p>xviii. undertake the day to day administration and management of services, together with routine inspection and control,</p> <p>xix. undertake day to day supervision, control and management of all staff employed by the Council including appointment, grievance and disciplinary processes unless otherwise stated in other council policies,</p> <p>xx. authorise routine expenditure within the agreed budget,</p>
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16.	MEMBER/OFFICER COMMUNICATION
a	<p>As the Council is the employer of all staff, it has a legal duty to ensure that Officers can work in a safe, respectful and well-managed environment. Councillors are expected to adhere to and make note of the following:</p> <ul style="list-style-type: none"> i. The Proper Officer is not at the disposal of the Chair or any Councillors. ii. All queries must be directed to the relevant committee chair or Chair of the Council. iii. Committee chairs will determine whether officer involvement is appropriate. iv. Individual councillors cannot insist on meetings with officers or make direct demands for officer time. v. Officers will redirect councillors to the correct channel. vi. Repeated, excessive or pressurising contact with Officers is not acceptable and will be logged by the Proper Officer and may result in further action. <p>The Council can put in place additional measures to protect staff wellbeing and ensure that communication remains proportionate and appropriate.</p>

17.	RESPONSIBLE FINANCIAL OFFICER
a	The Council shall appoint a Responsible Financial Officer and appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18.	ACCOUNTING AND ACCOUNTING STATEMENTS
a	“Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
b	All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
	The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement to summarise: <ul style="list-style-type: none"> i. the Council’s income and expenditure for each quarter; ii. the Council’s aggregate income and expenditure for the year to date; iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
c	As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide: <ul style="list-style-type: none"> i. each Councillor with a statement summarising the Council’s income and expenditure for the year to date for information; and ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
d	The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June. The Report of the External Auditor shall be considered by Council on receipt.

19.	FINANCIAL CONTROLS AND PROCUREMENT
a	The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	<p>of the following:</p> <ul style="list-style-type: none"> i. the keeping of accounting records and systems of internal controls; ii. the assessment and management of financial risks faced by the Council; iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually and considered by the Finance & General Purposes committee on receipt; iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
b	Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
c	<p>Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:</p> <ul style="list-style-type: none"> i. a specification for the goods, materials, services or the execution of works shall be drawn up; ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process; iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer; iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed; v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
d	Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
e	Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

	and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.
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20.	HANDLING STAFF MATTERS
a	A matter personal to a member of staff that is being considered by a meeting of the Finance & General Purposes committee or a subcommittee is subject to standing order 12.
b	Subject to the Council's policy regarding absences from work, the Proper Officer shall notify the Chair of the Finance & General Purposes committee or, if they are not available, the Vice-Chair of any long-term absence that they may be aware of.
c	The Chair of the Finance & General Purposes committee or in their absence the Vice-Chair, shall conduct a review of the performance and annual appraisal of the work of the Proper Officer. The Finance and General Purposes Committee will be informed that the performance review and appraisal have been carried out and documentation is available upon request.
d	Grievance and disciplinary matters will be dealt with in accordance with the Council's adopted policies.
e	Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
f	In accordance with standing order 12(b) and if deemed appropriate by the Proper Officer, persons with line management responsibilities may have access to staff records referred to in standing order 19(a).

21.	RESPONSIBILITIES TO PROVIDE INFORMATION
a	In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
b	The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22.	RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION <i>See also standing order 12.</i> (Below is not an exclusive list)
a	The Council may appoint a Data Protection Officer.

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

b	The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
c	The Council shall have a written policy in place for responding to and managing a personal data breach.
d	The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
e	The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
f	The Council shall maintain a written record of its processing activities.

23. RELATIONS WITH THE PRESS/MEDIA

a	Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
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24. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a	A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
b	Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.

25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a	An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Principal Council representing the area of the Council.
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26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a	Unless duly authorised, no Councillor shall: <ul style="list-style-type: none"> i. inspect any land and/or premises which the Council has a right or duty to inspect; or issue orders, instructions, or directions.
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27. APPROVED REASONS FOR ABSENCE

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

a	<p>Where a member intends not to be present at a meeting for exceptional reasons, they may give notice to the Proper Officer, as a Motion on Notice to a meeting of Council, stating those reasons and proposing that the reasons be approved.</p> <p>The proposition will be placed on the agenda of the next meeting of Council, which will determine by vote whether the reasons are or are not approved.</p> <p>Reasons for absence cannot be approved by Council for any absence prior to that Council meeting. Council may decide to consider the proposal in the absence of press and public and to class the reasons offered as confidential.</p>
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28. URGENT MATTERS	
a	In the event of any matter arising which requires an urgent decision, the Proper Officer shall consult the Chair of the Council and along with the Chair and Vice Chair of the relevant committee, shall have delegated power to implement the special delegation procedure on behalf of the Council.
b	Approval of the special delegation required must be received via email or in writing by the Proper Officer before any action is taken. At least two of the three Councillors consulted must confirm approval for the action to be agreed.
c	Before exercising the delegated powers granted by paragraph 27a and b above, the Proper Officer and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
d	Any action taken under this Scheme of Delegation procedure must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned and of Full Council.

29. POLITICAL GROUPS	
a	Members shall as soon as possible after being elected notify the Proper Officer as to which Political Group, if any, they belong.
b	The Political Groups will notify the Proper Officer of those members appointed as Leader, Deputy Leader or Representative of each Group.

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

c	Formal communication from the Political Groups relating to the conduct of the Council's business will be undertaken by the Leader/Deputy Leader/Representative of each Political Group.
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30.	STANDING ORDERS GENERALLY
a	All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
b	A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 7.
c	The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
d	The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

As adopted at the meeting of Full Council held on XXXX (Minute Ref. XXX)

Workington Town Council

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Member–Officer Communication and Wellbeing Protocol

1. Purpose

This protocol establishes clear expectations for communication between Councillors and Officers. Its aims are to:

- Support effective and lawful governance
- Protect Officer wellbeing
- Ensure clarity of roles
- Provide a consistent communication structure for all Councillors

2. Roles and Responsibilities

Mayor/Chairs of Committees

- First point of contact in relation to queries within the remit of the committee

Councillors

- Set policy, represent the community, and make decisions collectively
- Must not interfere with operational matters or staff management
- Must not instruct staff or request work directly

Proper Officer

- Manages staff and oversees all operational activity
- Ensures lawful decision-making and implementation of council resolutions
- Is not at the disposal of the Chair or Councillors

Officers

- Provide impartial, professional advice
- Are accountable to the Proper Officer, not to individual Councillors

3. Communication Principles

- Contact must be respectful, proportionate, and related to council business
- Officers may decline inappropriate or excessive contact
- Councillors must avoid repeated or pressurising communication
- All Councillors are treated equally under this protocol

4. Single Point of Contact (SPOC) System

To ensure efficient communication and protect Officer workload:

4.1 Queries

- All queries must be directed to the relevant committee chair
- Chairs will determine whether Officer input is required
- Only chairs may contact the Proper Officer regarding matters within the remit of their committee

4.2 Governance or Statutory Matters

Councillors may contact the Proper Officer directly for:

- Agenda items
- Statutory notices
- Legal or governance queries

4.3 Staff Contact

- Councillors must not request meetings with staff
- Councillors must not ask staff to undertake work or provide information directly
- Staff must redirect Councillors to the SPOC system

5. Staff Protection and Wellbeing

The Council is committed to providing a safe and supportive working environment.

- Any behaviour that is persistent, excessive, or causes distress will be logged by the Proper Officer and may result in further action
- The Council will take reasonable steps to protect Officers from stress, harassment, or unreasonable demands

6. Breaches of the Protocol

Breaches may constitute:

- Misuse of position
- Bullying or harassment
- Failure to treat others with respect
- Bringing the council into disrepute

Serious or repeated breaches may be referred to the Monitoring Officer under the Code of Conduct.



Workington
Town Council

FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 14
Meeting date: Monday 27 th April 2026	
From: Chief Officer/RFO	
Title: Staffing	

1. RECOMMENDATION

- Committee are asked to note the report for information.
 - a) Staff appraisals
 - b) Staffing appointments

2. DETAIL

a) Staffing appraisals

Committee to note that all staff appraisals have been carried out with no issues to report.

b) Staffing appointments

Vicki Tatton has accepted the role of Admin and Events Assistant on a temporary one-year contract. Starting 1st April 2026.

Vicki will act as the link between Everyone Here and the Council to assist with the execution of the events programme and ensure Council objectives are met. Along with general office admin support.

Stuart Minnis has accepted the role of Estates Worker on a full-time permanent contract, Starting 1st April 2026.

Stuart has years of experience in this area and has recently carried out all required Lantra training which falls in line with Council expectations for this role.

Stuart covers some hours lost within the team from other staff members reducing hours and adds some much-needed additional weekly hours to ensure Council services are carried out to high expectations.

3. BUDGET IMPLICATIONS

None outside of set budget



FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 15
Meeting date: Monday 27 th April 2026	
From: Chief Officer/RFO	
Title: The Ranch	

1. RECOMMENDATION

Committee are asked to note the report for information and approve Officer actions.

2. DETAIL

The Ranch working group have held two meetings since the last committee meeting in January.

Meetings were attended by WTC Councillors/Officers, Cumberland FA, Cumberland Athletics Club (CAC), Workington Juniors Football Club Limited (WJFCL) and Active Cumbria.

Both meetings were positive; CAC identified funding, supporting information/research and an opportunity for the addition of a running track at The Ranch. Committee to agree for Officers to progress investigations into this with CAC.

WJFCL have been cooperative and a signed hire agreement for the up and coming season has been returned to the Council for use of The Ranch.

The Council will assess the condition of the current portacabins on site and the minimum legal requirements for welfare to be provided for recreation sites being used by large numbers for official games and will report to committee when able.

It is recommended that final submission to Fields in Trust is delayed. It is understood that once FiT status is achieved any development on the land will require their permission and they are unlikely to agree; usually requesting that other sites are identified instead. This would limit what the Council can achieve.

3. BUDGET IMPLICATIONS

None known as yet.



FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 16
Meeting date: Monday 27 th April 2026	
From: Chief Officer/RFO	
Title: Insurance	

1. RECOMMENDATION

- Committee are asked to note the report for information.

2. DETAIL

a) Insurance Renewal

Committee to note that the Council's insurance has been renewed for 2026-2027 at a cost of £4,823.45. This is on the Council's re-occurring payment lists.

A revaluation of Park End Shelter is being carried out to ensure the insurance value is sufficient.

b) Insurance Claim

To note that a claim has been submitted against the Council, which is currently being dealt with by the Council's insurance company.

Further information is available from the Chief Officer on a need-to-know basis only.

3. BUDGET IMPLICATIONS

Unknown at present.