

Workington Town Council

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Minutes of the meeting of the Finance and General Purposes Committee held on Monday 21st July 2025 at 6.30pm at Workington Town Council Offices, Town Hall, Oxford Street, Workington.

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

Substitutes: Cllr Mary Bainbridge for Cllr Jones.

Also in attendance: Chief Officer/RFO.

FG25.17 Absences: Absences notified prior to the meeting were noted from Cllr Hodgson and Cllr Jones.

FG25.18 Declarations of Interest: None.

FG25.19 Exclusion of press and public: Press and public would be excluded from part two of the agenda.

FG25.20 Public representation: None.

FG25.21 Minutes of the Previous Meeting

Resolved: To approve the minutes of the 16th June 2025 meeting and affirm them a true record.

FG25.22 Public Questions: None

FG25.23 Questions and Statements from Members: None

FG25.24 Motions on Notice:

Committee considered a motion from Cllr Heaslip with regards to the boundary commission review of the Cumberland Council wards, which may affect the parish wards.

The motion was seconded by Cllr Ellie Wood.

Committee were asked to submit any further suggestions or any questions to the Chief Officer.

Resolved: Committee delegated responsibility for the final submission of the consultation review to the Chief Officer with approval from the Chair of F & GP and The Mayor.

FG25.25 Budget

- a) **Resolved:** Bank reconciliation and statements of accounts for May 2025 was approved.
- b) Budget monitoring report YTD was noted.

FG25.26 Ear Marked Reserves

Committee discussed the need to identify EMRs for large projects or commitments the Council are aware of (such as play area maintenance and elections 2027) to allow for better financial planning and budget setting.

Chairs of committees are to start thinking about EMRs now with a view to discussing at committee meetings in September/October. All suggestions will come back to F & GP for review before being proposed to Full Council.

Resolved: Committee Chairs to review potential EMRs for discussion at September/October 2025 committee meetings.

FG25.27 Pennine Community Credit Union

Committee agreed to keep the account running as the Council was now receiving a dividend from it.

Resolved: Cllr John Mills and Cllr Ellie Wood were approved as signatories for the Pennine Community Credit Union account.

FG25.28 Council secure storage

Committee discussed the importance of secure storage for the Council's civic regalia and also historic council documentation which is irreplaceable.

Resolved: To request approval from Full Council for £11,710 to purchase two safes, three secure carry cases and pouches for valuable council assets.

FG25.29 Strategic Development Advisory Group

This agenda item was removed as it was discussed as part of Cllr Heaslip's motion at agenda item 8a (see minute FG25.24).

FG25.30 Policies

Committee discussed proposed changes to the policy as requested by Cllr Heaslip.

Committee agreed to remove the 'Honorary Aldermen or Honorary Alderwomen' section and re-visit this should Council wish to consider conferring these titles in the future.

Resolved: To make the relevant changes and propose to Full Council to adopt.

Cllr Beth Dixon arrived at 6.55pm.

FG25.31 Council Assets

a) Committee noted that meetings have been set-up with relevant parties with regards to the Council's aspirations for land acquisitions.

b) Committee noted that Tetra Tech have now visited relevant council assets and are working on options and a feasibility report.

PART TWO – Confidential

Minutes removed

Meeting ended at 6.59pm.

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 August 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2025	Current Bank A/c	1,277,218.71
31/08/2025	West Cumbria Credit Union	10,599.74
31/08/2025	Petty Cash	0.00
31/08/2025	PayPal	349.00

1,288,167.45

Receipts not on Bank Statement

0.00

Closing Balance

1,288,167.45

All Cash & Bank Accounts

1	Current Bank A/c	1,277,218.71
3	West Cumbria Credit Union	10,599.74
4	Petty Cash	0.00
5	PayPal	349.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,288,167.45

Receipts for Month 5			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,314,420.82					1,314,420.82	
po_1RSc3pK	Banked: 04/08/2025	104.85						
po_1RSc3pK	Stripe Payout	104.85			1255	110	104.85	VP Tennis Court Fees
2024/144	Banked: 04/08/2025	2.67						
2024/144	Laura Wright	2.67			1310	120	2.67	Salterbeck plot 15
0416480440	Banked: 05/08/2025	5.33						
0416480440	Loredana Pipoş	5.33			1310	120	5.33	Wastwater - Plot 15
6LP30631PS	Banked: 06/08/2025	0.94						
6LP30631PS	PayPal Inc.	0.94			1999	100	0.94	Debit Card Cashback Bonus
131909933	Banked: 07/08/2025	4.00						
131909933	Eventbrite Ltd UK	4.00			1255	110	4.00	Leisure Centre Payout
131864593	Banked: 07/08/2025	2.88						
131864593	Eventbrite Ltd UK	2.88			1255	110	2.88	Leisure Centre Payout
131864583	Banked: 07/08/2025	2.24						
131864583	Eventbrite Ltd UK	2.24			1255	110	2.24	Leisure Centre Payout
INV we0908	Banked: 09/08/2025	90.00						
	Sales Recpts Page 237	90.00	90.00		100			Sales Recpts Page 237
po_1RujPjK	Banked: 11/08/2025	96.84						
po_1RujPjK	Stripe Payout	96.84			1255	110	96.84	VP Tennis Court Fees
6FJ36225BD	Banked: 13/08/2025	0.71						
6FJ36225BD	PayPal Inc.	0.71			1999	100	0.71	Debit Card Cashback Bonus
	ERROR Banked: 13/08/2025	-1.65						
	ERROR PayPal Inc.	-1.65			1999	100	-1.65	Debit Card Cashback Bonus
132471583	Banked: 14/08/2025	6.00						
132471583	Eventbrite Ltd UK	6.00			1120	100	6.00	Science Booth Payout
132375323	Banked: 14/08/2025	3.84						
132375323	Eventbrite Ltd UK	3.84			1255	110	3.84	Leisure Centre Payout
132375343	Banked: 14/08/2025	1.12						
132375343	Eventbrite Ltd UK	1.12			1255	110	1.12	Leisure Centre Payout
132375353	Banked: 14/08/2025	2.00						
132375353	Eventbrite Ltd UK	2.00			1255	110	2.00	Leisure Centre Payout
po_1RxGhWK	Banked: 18/08/2025	152.89						
po_1RxGhWK	Stripe Payout	152.89			1255	110	152.89	VP Tennis Court Fees
132847623	Banked: 19/08/2025	1.12						
132847623	Eventbrite Ltd UK	1.12			1255	110	1.12	FOOTBALL (3G PITCH)
132915793	Banked: 20/08/2025	4.00						
132915793	Eventbrite Ltd UK	4.00			1255	110	4.00	JUNIOR GYM ACCESS
0419584520	Banked: 20/08/2025	41.54						

Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
0419584520	Graham J Heys	41.54			1310	120	41.54	Soapery plot 16
0419746547	Banked: 20/08/2025	58.62						
0419746547	Daley Martin	58.62			1310	120	58.62	Stoneleigh plot 11a
132989143	Banked: 21/08/2025	10.00						
132989143	Eventbrite Ltd UK	10.00			1999	110	10.00	Science Booth - Edible Explore
132990793	Banked: 21/08/2025	8.48						
132990793	Eventbrite Ltd UK	8.48			1999	110	8.48	Science Booth Refunds
132990873	Banked: 21/08/2025	12.00						
132990873	Eventbrite Ltd UK	12.00			1255	110	12.00	CLIMBING WALL
133086683	Banked: 21/08/2025	2.00						
133086683	Eventbrite Ltd UK	2.00			1255	110	2.00	FOOTBALL (3G PITCH)
132989233	Banked: 21/08/2025	2.00						
132989233	Eventbrite Ltd UK	2.00			1255	110	2.00	BADMINTON
132990923	Banked: 21/08/2025	4.00						
132990923	Eventbrite Ltd UK	4.00			1255	110	4.00	BADMINTON
132989253	Banked: 21/08/2025	4.00						
132989253	Eventbrite Ltd UK	4.00			1255	110	4.00	TABLE TENNIS
133035613	Banked: 21/08/2025	6.00						
133035613	Eventbrite Ltd UK	6.00			1255	110	6.00	JUNIOR FITNESS CLASS
132989243	Banked: 21/08/2025	4.00						
132989243	Eventbrite Ltd UK	4.00			1255	110	4.00	PICKLEBALL
po_1RznqTK	Banked: 26/08/2025	80.71						
po_1RznqTK	Stripe Payout	80.71			1255	110	80.71	VP Tennis Court Fees
133473523	Banked: 27/08/2025	6.00						
133473523	Eventbrite Ltd UK	6.00			1999	110	6.00	Science Booth Refund
CuAth FoR	Banked: 27/08/2025	2,661.13						
CuAth FoR	Cumberland Athletics	2,661.13			1280	110	2,661.13	Festival of Running Regs
133591183	Banked: 28/08/2025	2.00						
133591183	Eventbrite Ltd UK	2.00			1999	110	2.00	Science Booth Refund
133593373	Banked: 28/08/2025	6.00						
133593373	Eventbrite Ltd UK	6.00			1999	110	6.00	Science Booth Refund
133547443	Banked: 28/08/2025	4.00						
133547443	Eventbrite Ltd UK	4.00			1255	110	4.00	CLIMBING WALL
133647503	Banked: 28/08/2025	8.00						
133647503	Eventbrite Ltd UK	8.00			1255	110	8.00	FOOTBALL (3G PITCH)
AUG 2025	Banked: 31/08/2025	1,540.00						
Sales Recpts Page 238		1,540.00	1,540.00		100			Sales Recpts Page 238

Total Receipts for Month	4,940.26	1,630.00	0.00	3,310.26
Cashbook Totals	<u>1,319,361.08</u>	<u>1,630.00</u>	<u>0.00</u>	<u>1,317,731.08</u>

Payments for Month 5					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2025	Autoserve Ltd	JULY2025	37.91	37.91		500			Maint. for Estates Van Jul 25
01/08/2025	Emma Chapman	TRANSFER	27.25			4100	100	27.25	Expenses - May/Jun Mileage
01/08/2025	Siobhan Bridge	TRANSFER	41.20			4270	100	41.20	Expenses - Keys for Town Hall
01/08/2025	Judith Dickinson	TRANSFER	12.53			4100	100	12.53	Expenses - May/Jun Mileage
01/08/2025	Christina Norman	242504/400	72.00	72.00		500			Town Hall Cleaning Jul 2025
01/08/2025	Ideasbynet	35074/391	865.14	865.14		500			Drawstring Rucksacks
01/08/2025	Cllr David Farrar	TRANSFER	156.15			4340	100	156.15	Expenses - Travel to Sztum
05/08/2025	HM Land Registry	938334/425	28.00	28.00		500			Purchase Ledger DDR Payment
05/08/2025	PayPal	465818329E	9.63			240		9.63	Bank deposit to PayPal account
06/08/2025	Vivid Events	JUL25/362	418.70	418.70		500			Organiser Fee & Prizes
07/08/2025	PayPal	15R61672LJ	350.00			240		350.00	Transfer funds to debit card
08/08/2025	HM Land Registry	951290/418	56.00	56.00		500			Purchase Ledger DDR Payment
11/08/2025	BNP Paribas Leasing Solutions	290333/409	479.09	479.09		500			Lease for Est Van Jul/Aug 25
12/08/2025	Card Saver Limited	JULY2025	13.86	13.86		500			Purchase Ledger DDR Payment
14/08/2025	First Data Europe Limited	JUL2025	53.03	53.03		500			Purchase Ledger DDR Payment
19/08/2025	Total Energies Gas & Power	792259/413	312.87	312.87		500			WTCCC Gas May to Jul 2025
20/08/2025	Lakes Loos Ltd	10324/401	420.00	420.00		500			Hire of Loos for T/B Picnic
20/08/2025	XL Team Limited	810002/445	1,024.00	1,024.00		500			First Aid at F O Running
20/08/2025	Fenland Leisure Products Ltd	066986/VAR	291.60	291.60		500			Top Coat Repair Kit
20/08/2025	Firpress Ltd	22087/VAR	328.38	328.38		500			F O Running Poster
20/08/2025	Screwfix	265073/VAR	43.04	43.04		500			'Bradex Easy Start
20/08/2025	Tudor Environmental	409351/406	68.40	68.40		500			Disposable Coveralls
20/08/2025	MKM BS Workington	023672/411	26.35	26.35		500			Tarmac H/ton Play Area
20/08/2025	Burnetts Solicitors	306581/412	420.00	420.00		500			Legal Fees-west side M/Bay Rd
20/08/2025	Burnetts Solicitors	306862/446	1,138.80	1,138.80		500			Legal Services for H/ton Play
20/08/2025	Water Plus	710848/421	35.15	35.15		500			C/Street Water Apr to Jul 25
21/08/2025	Arborscape	10453/415	4,334.40	4,334.40		500			Baskets & Manger Maint. Jul 25
21/08/2025	FuelGenie Business Account	972791/416	505.27	505.27		500			Fuel for Van & Equipment Jul
21/08/2025	Workington Cricket Club	0230/417	400.00	400.00		500			Cricket Club FOR Running Cost
21/08/2025	Manx Telecom Trading Ltd	291110/420	24.01	24.01		500			Matrix Board Sim Cards Aug 25
21/08/2025	Travis Perkins Trading	879472/424	75.56	75.56		500			Hire of Rotovator

Payments for Month 5					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Company								
21/08/2025	Earth Anchors Ltd	41871/426	703.20	703.20		500			Mayoral Bench at harbour
21/08/2025	J R Bennett	55570/VAR	480.00	480.00		500			Plants for Vulcan Park
21/08/2025	WF Cascade	31347/429	95.81	95.81		500			WTCCC Cleaning Jul 25
21/08/2025	Cumbria Yoga Foundation	252608/430	2,446.00	2,446.00		500			Grant to fund Chair Yoga Sessi
21/08/2025	Workington Amateur Operatic So	252607/431	500.00	500.00		500			Grant for Annie Costumes
21/08/2025	Cumberland Council	395545/436	1,589.46	1,589.46		500			Pest Control Jul-Sep '25
21/08/2025	B and Q	348226/VAR	122.04	122.04		500			Trunking & Door Bolt
21/08/2025	Always Another Way CIO	252609/442	2,000.00	2,000.00		500			Grant for Mental Health W/bein
21/08/2025	Cumbria LGBT Pride	252610/443	2,000.00	2,000.00		500			Grant for Family & Comm Day
21/08/2025	Npower Ltd	752732/444	121.70	121.70		500			VP Café & Lights Jul 25
21/08/2025	Lloyds Ltd	155589/447	7.90	7.90		500			Skirt for Mower
21/08/2025	Uma Kadampa Meditation Centre	3958/450	45.00	45.00		500			Medit W/Shop Reach Out
21/08/2025	Derwent Recycling Services Ltd	239072/423	378.00	378.00		500			Skip Hire & Removal
21/08/2025	Keith Watton	TRANSFER	58.50			4100	100	58.50	Expenses - Mileage Jul 25
21/08/2025	Cllr David Farrar	TRANSFER	432.26			4340	100	432.26	Expenses - Travel to Selm
21/08/2025	Paul Young	TRANSFER	27.50			4180	100	27.50	Expenses - Full Council Agenda
21/08/2025	PayPal	9PX979372H	250.00			240		250.00	Transfer funds to debit card
21/08/2025	Judith Dickinson	TRANSFER	11.50			4705	120	11.50	Expenses - Cumbria in Bloom
22/08/2025	Daisy Communications Ltd	SEP25/453	94.27	94.27		500			Purchase Ledger DDR Payment
24/08/2025	HSBC UK	JUL25/440	1.00	1.00		500			Bank Charges July 2025
26/08/2025	Adecco UK Ltd	144142/459	466.56	466.56		500			P/Ledger Electronic Payment
26/08/2025	Adecco UK Ltd	149231/460	622.08	622.08		500			P/Ledger Electronic Payment
26/08/2025	Banner Group Limited	RLZEFI/451	107.58	107.58		500			Clear Storage Boxes
26/08/2025	Coffee Online Group Limited	6AYPJI/370	14.89	14.89		500			Coffee Pods
26/08/2025	Findaspire Ltd	DCIT7I/369	21.96	21.96		500			Coffee Pod Organiser
26/08/2025	Lotan Group UK Limited	HP11HI/365	159.96	159.96		500			Credit for Fan
26/08/2025	Mengjie Limited	A1485I/364	8.99	8.99		500			Chair Cushions
26/08/2025	Y & Y (UK) Ltd	048CXI/363	23.00	23.00		500			Cup Holder/Tree Mug
28/08/2025	PayPal	2F271766W9	250.00			240		250.00	Transfer funds to debit card
28/08/2025	Adecco UK Ltd	159506/492	622.08	622.08		500			Temp Admin w/e 15/08/25
28/08/2025	Adecco UK Ltd	154390/493	622.08	622.08		500			Temp Admin w/e 08/08/25
28/08/2025	Playdale Playgrounds Ltd	61669/489	402.00	402.00		500			Timber Log Walk
29/08/2025	Big Foot Events Limited	28338D/491	1,080.00	1,080.00		500			Entertainment for Hall-o-

Payments for Month 5					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									ween
29/08/2025	R & J Industrial Supplies Ltd	95899/455	9.60	9.60		500			2 Keys for Allotments
29/08/2025	Cumberland Council	395763/456	90.00	90.00		500			Gazebos for FOR/TBP
29/08/2025	Electric Executive Cars Cumbri	042/457	696.00	696.00		500			Car Hire FPar/BIB/CIB
29/08/2025	Thomas Kay Photography	1241/VAR	570.00	570.00		500			TBP Photography
29/08/2025	Deltawaite Limited	164151/462	36.54	36.54		500			Trousers & Polo Shirts for Est
29/08/2025	Firpress Ltd	21720/465	42.00	42.00		500			Posters for FOR '25
29/08/2025	Tetra Tech Limited	156716/468	3,600.00	3,600.00		500			Feasibility Study - August
29/08/2025	Imperative Training Ltd	285644/469	102.00	102.00		500			Defib PAD PAK
29/08/2025	Gloria Wood - Crafty Kidz	25002/470	300.00	300.00		500			Childrens Crafts for FOR
29/08/2025	Timing Up North Ltd	0683/473	433.20	433.20		500			Race Numbers for FOR
29/08/2025	Timing Up North Ltd	0679/471	1,375.32	1,375.32		500			Various for FOR
29/08/2025	Olivia Pascoe Tennis Coaching	OP0225/472	160.00	160.00		500			Tennis Sessions in VP
29/08/2025	Business Stream	636082/477	114.91	114.91		500			WTCCC Water Jul/Aug 25
29/08/2025	MKM BS Workington	025639/478	195.35	195.35		500			Wood for paths at S/L & G Hub
29/08/2025	Meaningful Marketing Limited	0498/484	1,000.00	1,000.00		500			WTC & Events M/ting Sep 25
29/08/2025	Anti Racist Cumbria	G25012/485	2,000.00	2,000.00		500			Anti Racism Mini Summit
29/08/2025	Vivid Events	082025/487	244.80	244.80		500			Stuff for Halloween
29/08/2025	Business Stream	623631/476	49.89	49.89		500			Green Hub Water May-Aug 25
29/08/2025	NBB Recycled Furniture	545024/486	2,786.40	2,786.40		500			6 x Picnic Tables
29/08/2025	Health Assured Ltd	289646/490	334.80	334.80		500			Management Referral Case
29/08/2025	Screwfix	580733/VAR	88.72	88.72		500			Cable Ties
29/08/2025	Managed Technology Corporation	231992/452	79.20	79.20		500			Network Support for Printer
Total Payments for Month			42,142.37	40,515.85	0.00			1,626.52	
Balance Carried Fwd			1,277,218.71						
Cashbook Totals			1,319,361.08	40,515.85	0.00			1,278,845.23	

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		132.57					132.57	
	Banked: 05/08/2025	9.63						
465818329E	Current Bank A/c	9.63			200		9.63	Bank deposit to PayPal account
6LP30631PS	Banked: 06/08/2025	0.94						
6LP30631PS	PayPal Inc.	0.94			1999	100	0.94	Debit Card Cashback Bonus
	Banked: 07/08/2025	350.00						
15R61672LJ	Current Bank A/c	350.00			200		350.00	Transfer funds to debit card
6FJ36225BD	Banked: 13/08/2025	0.71						
6FJ36225BD	PayPal Inc.	0.71			1999	100	0.71	Debit Card Cashback Bonus
6FJ367699W	Banked: 20/08/2025	0.14						
6FJ367699W	PayPal Inc.	0.14			1999	100	0.14	Debit Card Cashback Bonus
	Banked: 21/08/2025	250.00						
9PX979372H	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
2KG36187NR	Banked: 27/08/2025	0.38						
2KG36187NR	PayPal Inc.	0.38			1999	100	0.38	Debit Card Cashback Bonus
	Banked: 28/08/2025	250.00						
2F271766W9	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
Total Receipts for Month		861.80	0.00	0.00			861.80	
Cashbook Totals		994.37	0.00	0.00			994.37	

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/08/2025	Eventbrite UK Limited	3WM07125YS	2.88			4595	110	2.88	Refund of Leisure Centre Fees
04/08/2025	Eventbrite UK Limited	6TJ55079F5	2.88			4595	110	2.88	Refund of Leisure Centre Fees
04/08/2025	Eventbrite UK Limited	9HA113668W	0.88			4595	110	0.88	Refund of Leisure Centre Fees
04/08/2025	Eventbrite UK Limited	5TR14334GV	1.76			4595	110	1.76	Refund of Leisure Centre Fees
04/08/2025	Universal Product Solutions L	5PC42716RG	17.17	17.17		500			Biscuit Selection Pack for WTC
05/08/2025	Amazon EU S.a.r.l. UK Branch	0X878886JV	20.00	20.00		500			Amazon Gift Card for FOR F/Dre
06/08/2025	Eventbrite UK Limited	0H768130A6	1.76			4595	110	1.76	Refund of Leisure Centre Fees
06/08/2025	Eventbrite UK Limited	6KW34093L2	3.52			4595	110	3.52	Refund of Leisure Centre Fees
06/08/2025	Eventbrite UK Limited	6A608705A2	0.64			4595	110	0.64	Refund of Leisure Centre Fees
06/08/2025	Eventbrite UK Limited	48G25252RP	2.88			4595	110	2.88	Refund of Leisure Centre Fees
07/08/2025	Fearons Flowers	5Y421846N5	41.00			4210	100	41.00	Flowers for Peter Baies
07/08/2025	Eventbrite UK Limited	31315030B6	1.76			4595	110	1.76	Refund of Leisure Centre Fees
07/08/2025	Eventbrite UK Limited	9C446007CA	0.64			4595	110	0.64	Refund of Leisure Centre Fees
07/08/2025	Eventbrite UK Limited	8CH58781MH	2.88			4595	110	2.88	Refund of Leisure Centre Fees
08/08/2025	Post Office Ltd.	4U5658381K	87.00			4180	100	87.00	2nd Class Stamps
08/08/2025	Ryman Limited	1PY925522U	6.98		1.16	4150	100	5.82	Notepads
11/08/2025	Greggs	3V122051B4	5.65			4655	110	5.65	Food for Festival of Running
13/08/2025	Morrisons	82266170UP	27.50			4705	120	27.50	Food for Cumbria in Bloom Judg
13/08/2025	Eventbrite UK Limited	33580173GP	0.88			4595	110	0.88	Refund of Leisure Centre Fees
13/08/2025	Eventbrite UK Limited	58Y81305YJ	1.76			4595	110	1.76	Refund of Leisure Centre Fees
14/08/2025	Eventbrite UK Limited	50C42460WV	1.76			4595	110	1.76	Refund of Leisure Centre Fees
14/08/2025	Eventbrite UK Limited	2N525639YC	3.52			4595	110	3.52	Refund of Leisure Centre Fees
19/08/2025	Eventbrite UK Limited	4N244576UH	5.76			4595	110	5.76	Refund of Leisure Centre Fees
19/08/2025	Eventbrite UK Limited	2MW2369415	1.76			4595	110	1.76	Refund of Leisure Centre Fees
20/08/2025	Post Office Ltd.	03K91066FD	9.85			4180	100	9.85	Special Delivery Letter
20/08/2025	Eventbrite UK Limited	8PB405686W	1.76			4595	110	1.76	Refund of Leisure Centre Fees
20/08/2025	Eventbrite UK Limited	17R8117057	1.76			4595	110	1.76	Refund of Leisure Centre Fees
20/08/2025	Eventbrite UK Limited	4PU6403592	1.76			4595	110	1.76	Refund of Leisure Centre Fees
20/08/2025	Eventbrite UK Limited	6TE97822R2	1.76			4595	110	1.76	Refund of Leisure Centre Fees
20/08/2025	NAPA Auto Parts	3D942473YL	5.58	5.58		500			P/Ledger Electronic Payment
21/08/2025	Protyre Workington	4XA12303W3	54.00	54.00		500			P/Ledger Electronic

Payments for Month 5

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>
									Payment
22/08/2025	Post Office Ltd.	4AV20396BY	5.05			4180	100	5.05	Signed For Delivery Letter
26/08/2025	Eventbrite UK Limited	5FN08557RL	8.00			4595	110	8.00	Refund of Leisure Centre Fees
26/08/2025	Eventbrite UK Limited	7PF45838FY	0.88			4595	110	0.88	Refund of Leisure Centre Fees
27/08/2025	Eventbrite UK Limited	3VC2396910	5.76			4595	110	5.76	Refund of Leisure Centre Fees
28/08/2025	Running Imp	7C471383EH	300.00	300.00		500			5K Running Medals for FOR
30/08/2025	Boots UK Limited	3UX1623370	5.99			4860	120	5.99	Anti-Fungal Cream
Total Payments for Month			645.37	396.75	1.16			247.46	
Balance Carried Fwd			349.00						
Cashbook Totals			994.37	396.75	1.16			596.46	

Workington Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 July 2025

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/07/2025	Current Bank A/c	1,314,420.82	
31/07/2025	West Cumbria Credit Union	10,599.74	
31/07/2025	Petty Cash	0.00	
31/07/2025	PayPal	132.57	
			1,325,153.13
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			<u>1,325,153.13</u>
<u>All Cash & Bank Accounts</u>			
1	Current Bank A/c	1,314,420.82	
3	West Cumbria Credit Union	10,599.74	
4	Petty Cash	0.00	
5	PayPal	132.57	
	Other Cash & Bank Balances		<u>0.00</u>
	Total Cash & Bank Balances		<u>1,325,153.13</u>

Receipts for Month 4				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,417,985.66					1,417,985.66	
2024/36	Banked: 02/07/2025	130.53						
2024/36	A Ferris	130.53			1310	120	130.53	Annie Pit plot 32
po_1Ri2eLK	Banked: 07/07/2025	79.25						
po_1Ri2eLK	Stripe Payout	79.25			1255	110	79.25	Tennis Court Bookings
2024/197	Banked: 10/07/2025	77.77						
2024/197	Lauren Falcon	77.77			1310	120	77.77	Soapery plot 6
po_1Rka5DK	Banked: 14/07/2025	58.30						
po_1Rka5DK	Stripe Payout	58.30			1255	110	58.30	Tennis Court Bookings
po_1Rn7MKK	Banked: 21/07/2025	103.68						
po_1Rn7MKK	Stripe Payout	103.68			1255	110	103.68	Tennis Court Bookings
25071513FD	Banked: 21/07/2025	346.00						
25071513FD	Lesley Bretherton	346.00			1280	110	346.00	New Balance FoR Sponsorship
2024/72	Banked: 28/07/2025	77.77						
2024/72	Daniel Benson	77.77			1310	120	77.77	Cranbourne Street plot 5
po_1RpehpK	Banked: 28/07/2025	71.42						
po_1RpehpK	Stripe Payout	71.42			1255	110	71.42	Tennis Court Bookings
HMRC VATQ1	Banked: 28/07/2025	34,880.82						
HMRC VATQ1	HMRC VTR	34,880.82			105		34,880.82	HMRC VAT Apr - Jun 2025
EB310725	Banked: 31/07/2025	3.84						
EB310725	Eventbrite UK Limited	3.84			1999	110	3.84	Leisure Centre Event Fees
077622-001	Banked: 31/07/2025	1,585.76						
077622-001	CCLA Fund Managers Limited	1,585.76			1160	100	1,585.76	2025 Q1 Apr - Jun Dividend
Jul25INV	Banked: 31/07/2025	750.00						
Sales Recpts Page 236		750.00	750.00		100			Sales Recpts Page 236
Total Receipts for Month		38,165.14	750.00	0.00			37,415.14	
Cashbook Totals		1,456,150.80	750.00	0.00			1,455,400.80	

Payments for Month 4					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	Autoserve Ltd	834161/240	37.91	37.91		500			Maintenance Estates Van Jun 25
01/07/2025	PayPal	0SR81632NY	350.00			240		350.00	Transfer funds to debit card
03/07/2025	Grenke Lleasing Ltd	302146/298	536.40	536.40		500			Printer Lease Jul to Sep 2025
09/07/2025	Arborscape	10398/VAR	6,627.12	6,627.12		500			Baskets & Manger Maint Jun 25
09/07/2025	Big Foot Events Limited	27634/244	900.00	900.00		500			T/Bear Picnic
09/07/2025	Deltawaite Limited	162127/VAR	197.46	197.46		500			Fleece Jackets/Sweatshirts
09/07/2025	B and Q	055449/246	13.36	13.36		500			Vegetable seeds/B/fly barrier
09/07/2025	Screwfix	386192/VAR	110.36	110.36		500			P/Ledger Electronic Payment
09/07/2025	MRP Catering Limited	WTC01/248	247.50	247.50		500			Odd Socks Hotdogs
09/07/2025	Simone Walters	UT2025/250	155.00	155.00		500			Reach Out Well-Beings
09/07/2025	NBB Recycled Furniture	475350/251	1,764.00	1,764.00		500			Picnic Tables/Fixing Kit
09/07/2025	Monty's Ices	130625/252	686.00	686.00		500			Ice-creams at Oddsocks
09/07/2025	B W Scott Limited	15642/253	165.34	165.34		500			Towbar Repair Work
09/07/2025	Wilmots Amusements	300525/254	1,000.00	1,000.00		500			Climbing Wall/Trampolines RO
09/07/2025	Amazon EU S.a.r.l. UK Branch	816897/255	27.62	27.62		500			P/Ledger Electronic Payment
09/07/2025	Meaningful Marketing Limited	0463/260	1,000.00	1,000.00		500			Markting July 25
09/07/2025	Watson Dairies Ltd	280625/264	20.90	20.90		500			Milk for Town Hall Jun 2025
09/07/2025	MCC Trading Ltd	7TSUFI/266	88.98	88.98		500			Dining Table & Chairs
09/07/2025	Calc	TR3257/267	30.00	30.00		500			Procurement Act 2023 Training
09/07/2025	Vivid Events	JUNE25/268	255.73	255.73		500			Entertainment at Hall-o- ween
09/07/2025	Business Stream	176310/269	162.51	162.51		500			WTCCC Water May/Jun 25
09/07/2025	Tudor Environmental	402141/270	76.97	76.97		500			Soft Grip Litterprickers
09/07/2025	Landg London Ltd	UR2XHI/271	117.50	117.50		500			Reception Desk
09/07/2025	Lakes Loos Ltd	9827/274	590.40	590.40		500			Toilets for Reach Out
09/07/2025	Lakes Loos Ltd	9828/275	590.40	590.40		500			Toilets for Party in the Park
09/07/2025	Lakes Loos Ltd	9829/276	816.00	816.00		500			Toilets for Oddsocks
09/07/2025	A.W.Blake Ltd	141554/277	288.00	288.00		500			Fencing for Freedom Parade
09/07/2025	Cumberland Council	393635/279	31,228.89	31,228.89		500			WTC Payroll May 25
09/07/2025	S J McGuckin Ltd	062515/280	420.00	420.00		500			Audio Equipment for PitP
09/07/2025	S J McGuckin Ltd	062512/281	180.00	180.00		500			Install IP Rated Socket
09/07/2025	S J McGuckin Ltd	062511/282	180.00	180.00		500			Audio Equipment for Oddsocks
09/07/2025	Olivia Pascoe Tennis Coaching	OP0125/283	280.00	280.00		500			Tennis Sessions Party in Park
09/07/2025	Christina Norman	202503/289	72.00	72.00		500			Town Hall Cleaning Jun 2025
09/07/2025	Helen's Herbs	310525/291	450.00	450.00		500			Cookery Demos at

Date: 12/08/2025

Workington Town Council Current Year

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Time: 15:53

Cashbook 1

User: PAULYOUNG

Current Bank A/c

For Month No: 4

Payments for Month 4

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>
09/07/2025	Burnetts Solicitors	305902/305	998.40	998.40		500			Reach Out Legal Fees for Ranch - Stage 2
09/07/2025	WF Cascade	31217/306	106.30	106.30		500			WTCCC Cleaning Jun 25
09/07/2025	Lloyds Ltd	173341/VAR	55.94	55.94		500			Carriage Fees
10/07/2025	Lockhart Leisure International	001774/290	5,522.10	5,522.10		500			Furniture for Events
10/07/2025	Water Plus	628373/294	158.63	158.63		500			Siddick Water Mar - Jun 25
10/07/2025	Waverley Hotel	82A23A/300	3,000.00	3,000.00		500			P/Ledger Electronic Payment
10/07/2025	Waverley Hotel	7FA7BC/207	85.35	85.35		500			P/Ledger Electronic Payment
10/07/2025	Waverley Hotel	7FA79E/208	100.00	100.00		500			P/Ledger Electronic Payment
10/07/2025	FuelGenie Business Account	868258/295	372.65	372.65		500			Fuel - Van & Equipment Jun 25
10/07/2025	Manx Telecom Trading Ltd	184164/297	24.01	24.01		500			Matrix Board Sim Cards Jul 25
10/07/2025	Amazon EU S.a.r.l. UK Branch	K9AEUI/301	27.23	27.23		500			A4 Laminating Pouches
10/07/2025	Thomas Kay Photography	X1225/304	275.00	275.00		500			Photography at Freedom Parade
10/07/2025	National Association of Local	00582/313	42.00	42.00		500			"Beyond the Precept" Course
10/07/2025	XL Team Limited	703002/314	276.00	276.00		500			P/Ledger Electronic Payment
10/07/2025	Peninsula	061242/342	1,194.00	1,194.00		500			Purchase Ledger DDR Payment
10/07/2025	Keith Watton	TRANSFER	39.00			4100	100	39.00	Expenses - June Mileage
10/07/2025	Siobhan Bridge	TRANSFER	47.32		0.97	4250	100	40.60	Expenses - Mllege & Supplies
						4210	100	5.75	Expenses - Mllege & Supplies
10/07/2025	Judith Dickinson	TRANSFER	16.50			4180	100	16.50	Expenses - F&GP Agendas
10/07/2025	Bill Rowlandson	TRANSFER	39.95			4310	100	39.95	Expenses - Pro Safety Boots
11/07/2025	BNP Paribas Leasing Solutions	165442/299	479.09	479.09		500			Lease for Estates Van Jun/Jul
14/07/2025	Peninsula	064099/353	2,642.66	2,642.66		500			Purchase Ledger DDR Payment
14/07/2025	Card Saver Limited	JUL2025	13.50	13.50		500			Purchase Ledger DDR Payment
14/07/2025	First Data Europe Limited	JUN2025	52.86	52.86		500			Purchase Ledger DDR Payment
14/07/2025	Kompan Scotland Ltd	212183/263	2,301.25	2,301.25		500			Inclusive Swing & Play Panel
14/07/2025	Citizens Advice	202526/278	5,000.00	5,000.00		500			WTC 2025/26 Funding
14/07/2025	Cumbria Coal LTD	69173/303	762.00	762.00		500			Barriers for Freedom Parade
14/07/2025	Tale Trails	2TC/265	40.00	40.00		500			Map & Leaflets for Fest of Run
14/07/2025	PayPal	2V7884769N	1,000.00			240		1,000.00	Transfer funds to debit card

Continued on Page 247

Payments for Month 4					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/07/2025	Siobhan Bridge	SB_REFUND	-53.03			4210	100	-53.03	Refund of Uber Charges
16/07/2025	HM Land Registry	160725	28.00	28.00		500			Purchase Ledger DDR Payment
16/07/2025	Event Branding UK Limited	17594/317	1,252.80	1,252.80		500			P/Ledger Electronic Payment
22/07/2025	PayPal	63L697689N	350.00			240		350.00	Transfer funds to debit card
22/07/2025	XLN Telecom Ltd	694692/408	94.27	94.27		500			Purchase Ledger DDR Payment
23/07/2025	PayPal	9YW03498JA	145.00			240		145.00	Bank deposit to PayPal account
24/07/2025	Cumberland Council	394763/361	1,050.00	1,050.00		500			Gazebos for PIP & RO
24/07/2025	Moorclose Community Centre	CR2337/358	137.50	137.50		500			Room Hire for S/Booth Workshop
24/07/2025	B and Q	581488/355	59.84	59.84		500			Plants for VP
24/07/2025	Screwfix	655991/VAR	70.96	70.96		500			Drill Bits/Face Masks
24/07/2025	Water Plus	807727/351	886.10	886.10		500			A/Pit Water Apr 25 to Jul 25
24/07/2025	Lakes Electrics	INV390/349	247.00	247.00		500			Installation of Defib
24/07/2025	Workington Royal British Legio	FORCES/346	300.00	300.00		500			Services for A/Forces Day 2025
24/07/2025	Vulcan Park Bowling Club	1003/341	675.00	675.00		500			Plants for VP Bowling Club
24/07/2025	Tudor Environmental	402989/340	205.51	205.51		500			Weedkiller
24/07/2025	Firpress Ltd	21705/VAR	304.01	304.01		500			Chief Officer & Feenan Signs
24/07/2025	Npower Ltd	535174/335	110.70	110.70		500			VP Café & Lights June 25
24/07/2025	Bolting Darts Limited	NJWC97/325	9.50	9.50		500			Display Folders
24/07/2025	Amazon EU S.a.r.l. UK Branch	P1AEUI/324	95.62	95.62		500			Office Equipment/Cereal Bars
24/07/2025	Amazon EU S.a.r.l. UK Branch	GB2025/323	15.19	15.19		500			Files/Organisers
24/07/2025	Three Counties Vending	1133TI/321	7.90	7.90		500			Lanyards
24/07/2025	Lloyds Ltd	173799/VAR	203.20	203.20		500			Air Filters/Spark Plugs
24/07/2025	Leo's Bar & Grill	1001/359	270.00	270.00		500			Mayor's Civic Dinner
24/07/2025	Cumbria Waste Recycling Limite	230439/344	1,431.36	1,431.36		500			Waste Removal PIP/RO/Osocks
24/07/2025	R & J Industrial Supplies Ltd	95822/343	73.18	73.18		500			Padlocks etc.
24/07/2025	Vivid Events	JUL25/VAR	570.63	570.63		500			Halloween Bunting/lights
24/07/2025	HSBC UK	JUN25/386	8.00	8.00		500			Bank Charges June 2025
24/07/2025	Amazon EU S.a.r.l. UK Branch	194013/322	8.52	8.52		500			Scissors
30/07/2025	SPORTEX Group Ltd.	1801/259	9,804.72	9,804.72		500			Tennis Court Refurb
31/07/2025	PayPal	6H323314VH	250.00			240		250.00	Transfer funds to debit card
31/07/2025	Water Plus	808098/367	73.50	73.50		500			Park Lane Water Apr to Jul 25
31/07/2025	St. Mary's Church Hall	280725/379	90.00	90.00		500			Room Hire for Science Booth
31/07/2025	S J McGuckin Ltd	072501/380	720.00	720.00		500			Audio Hire/Services for F/Par
31/07/2025	Meaningful Marketing Limited	0478/381	1,000.00	1,000.00		500			Events & WTC Marketing Aug 25
31/07/2025	B and Q	912711/382	47.02	47.02		500			Plants for VP

Payments for Month 4					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>
31/07/2025	Tudor Environmental	408027/383	41.57	41.57		500			Nozzle Pack
31/07/2025	Watson Dairies Ltd	260725/384	22.00	22.00		500			Milk for Town Hall Jul 2025
31/07/2025	Business Stream	407622/385	102.97	102.97		500			WTCCC Water Jun/Jul 25
31/07/2025	Vaughtons	64388/387	267.73	267.73		500			Velvet Wrap/Chain of Office
31/07/2025	Cumberland Council	395109/388	31,579.74	31,579.74		500			WTC Payroll June 2025
31/07/2025	Abavus Limited	1492/389	11,994.00	11,994.00		500			Enter. Lic 1/5 '25 to 30/4 '26
31/07/2025	Screwfix	991119/390	81.88	81.88		500			RatchetStand/Trolley Jack
31/07/2025	Heath Construction	0286/392	2,760.00	2,760.00		500			Stall Set up R/Out & P in Park
Total Payments for Month			141,729.98	139,545.24	0.97			2,183.77	
Balance Carried Fwd			1,314,420.82						
Cashbook Totals			1,456,150.80	139,545.24	0.97			1,316,604.59	

Receipts for Month 4

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 :	178.94					178.94	
	Banked: 01/07/2025	350.00						
OSR81632NY	Current Bank A/c	350.00			200		350.00	Transfer funds to debit card
3V024835CV	Banked: 02/07/2025	3.32						
3V024835CV	PayPal Inc.	3.32			1999	100	3.32	Debit Card Cashback Bonus
6GH87109XA	Banked: 09/07/2025	0.36						
6GH87109XA	PayPal Inc.	0.36			1999	100	0.36	Debit Card Cashback Bonus
	Banked: 14/07/2025	1,000.00						
2V7884769N	Current Bank A/c	1,000.00			200		1,000.00	Transfer funds to debit card
1D729974YB	Banked: 16/07/2025	1.79						
1D729974YB	PayPal Inc.	1.79			1999	100	1.79	Debit Card Cashback Bonus
	Banked: 22/07/2025	350.00						
63L697689N	Current Bank A/c	350.00			200		350.00	Transfer funds to debit card
20C54204UW	Banked: 23/07/2025	5.42						
20C54204UW	PayPal Inc.	5.42			1999	100	5.42	Debit Card Cashback Bonus
	Banked: 23/07/2025	145.00						
9YW03498JA	Current Bank A/c	145.00			200		145.00	Bank deposit to PayPal account
2EH27590EK	Banked: 30/07/2025	0.13						
2EH27590EK	PayPal Inc.	0.13			1999	100	0.13	Debit Card Cashback Bonus
	Banked: 31/07/2025	250.00						
6H323314VH	Current Bank A/c	250.00			200		250.00	Transfer funds to debit card
Total Receipts for Month		2,106.02	0.00	0.00			2,106.02	
Cashbook Totals		2,284.96	0.00	0.00			2,284.96	

Payments for Month 4					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	Amazon EU S.a.r.l. UK Branch	1K8215560P	115.98	115.98		500			Wireless Doorbell
02/07/2025	Post Office Ltd.	9E7130958J	25.80			4180	100	25.80	Culture Agendas
02/07/2025	Paints4Trade	3PS619297F	34.99		5.83	4870	120	29.16	Heavy Duty Line Marking Paint
04/07/2025	Post Office Ltd.	8F48390106	11.00			4180	100	11.00	Environment Agendas
10/07/2025	Home Discount Limited	8WD75468B7	63.98	63.98		500			Trestle Tables
11/07/2025	Post Office Ltd.	014312509S	130.50			4180	100	130.50	2nd Class Stamps
12/07/2025	Uber	02678472DP	7.90			4210	100	7.90	Charge error, refunded to HSBC
12/07/2025	Uber	73C9321812	15.94			4210	100	15.94	Charge Error, Refunded to HSBC
12/07/2025	Uber	54K46263MD	15.22			4210	100	15.22	Charge Error, Refunded to HSBC
14/07/2025	Amazon EU S.a.r.l. UK Branch	8FX76705BJ	19.74	19.74		500			Table Cloth
15/07/2025	Amazon EU S.a.r.l. UK Branch	90947838AP	45.04	45.04		500			Door Stops
15/07/2025	Fearons Flowers	0LL14936CD	41.00			4210	100	41.00	Condolence Bouquet - MB
15/07/2025	Post Office Ltd.	52H947880H	16.50			4180	100	16.50	F&GP Agendas
16/07/2025	OTW Trading Limited	06N68111ST	848.40	848.40		500			Half Marathon Medals
17/07/2025	Morrisons	9Y4525146A	23.50			4705	120	23.50	Food for Cumbria in Bloom
17/07/2025	Morrisons	1AW96123SS	10.98			4705	120	10.98	Food/Drink - Cumbria in Bloom
20/07/2025	Adobe Systems Software Ireland	13317000DJ	238.75	238.75		500			P/Ledger Electronic Payment
21/07/2025	Amazon EU S.a.r.l. UK Branch	39F904481U	-25.99	-25.99		500			Smart Hub & Alarm Chime
23/07/2025	Eventbrite UK Limited	5A293769F4	1.75			4595	110	1.75	Refund of Leisure Centre Fees
23/07/2025	Eventbrite UK Limited	36M757803W	9.44			4595	110	9.44	Refund of Leisure Centre Fees
23/07/2025	Eventbrite UK Limited	9UE17613JX	2.88			4595	110	2.88	Refund of Leisure Centre Fees
23/07/2025	Eventbrite UK Limited	4L3540352K	6.80			4595	110	6.80	Refund of Leisure Centre Fees
23/07/2025	Eventbrite UK Limited	5A293769/2	0.01			4595	110	0.01	Refund of Leisure Centre Fees
24/07/2025	Eventbrite UK Limited	63388578CX	1.76			4595	110	1.76	Refund of Leisure Centre Fees
24/07/2025	Eventbrite UK Limited	1TA98823FH	0.88			4595	110	0.88	Refund of Leisure Centre Fees
24/07/2025	Eventbrite UK Limited	3LU21076HU	1.76			4595	110	1.76	Refund of Leisure Centre Fees
24/07/2025	Eventbrite UK Limited	5ND53475SK	1.76			4595	110	1.76	Refund of Leisure Centre Fees
24/07/2025	Eventbrite UK Limited	29654690H9	0.88			4595	110	0.88	Refund of Leisure Centre Fees
29/07/2025	Trophies Sport & Leisure	0UB67454BK	26.50			4655	110	26.50	Trophy for Festival of Running
29/07/2025	Eventbrite UK Limited	88S75245WK	0.88			4595	110	0.88	Refund of Leisure Centre Fees
29/07/2025	Eventbrite UK Limited	37J147957L	0.64			4595	110	0.64	Refund of Leisure Centre Fees

Payments for Month 4					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>
30/07/2025	Disclosure & Barring Service	1MT5470325	21.50			4210	100	21.50	DBS Check for Vicki Tatton
30/07/2025	Eventbrite UK Limited	1V732099M7	1.76			4595	110	1.76	Refund of Leisure Centre Fees
30/07/2025	Eventbrite UK Limited	87H91641VX	1.76			4595	110	1.76	Refund of Leisure Centre Fees
31/07/2025	Protyre Workington	0DV88326HL	150.00	150.00		500			P/Ledger Electronic Payment
31/07/2025	Imperative Training Ltd	3N2876322W	174.00	174.00		500			P/Ledger Electronic Payment
31/07/2025	Eventbrite UK Limited	01J591339P	0.40			4595	110	0.40	Refund of Leisure Centre Fees
31/07/2025	Meta Platforms Ireland Limited	50679830R0	107.80			4125	100	107.80	Facebook Ad Boost
Total Payments for Month			2,152.39	1,629.90	5.83			516.66	
Balance Carried Fwd			132.57						
Cashbook Totals			2,284.96	1,629.90	5.83			649.23	

Workington Town Council Budget Monitoring Report
Finance & General Purposes

As At
29-Sep

		Current Year 2025/26							Balance at 29-Sep-25
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 29-Sep-25	Committed Expenditure	
100	Staffing								
4000	Salaries	307,592	0	0	0	307,592	99,094	209,016	(518)
4010	NI	37,696	0	0	0	37,696	11,918	22,697	3,081
4020	Pension	55,760	0	0	0	55,760	22,613	33,336	(189)
4100	Staff Mileage	1,000	0	0	0	1,000	193	0	807
4110	Training	8,000	0	0	0	8,000	500	0	7,500
4280	Advertising	250	0	0	0	250	0	0	250
4310	PPE	2,000	0	0	0	2,000	588	0	1,412
		412,298	0	0	0	412,298	134,906	265,050	12,342
100	Office								
4120	Telecoms & IT	36,968	0	0	0	36,968	7,498	14,883	14,587
4150	Printing & Stationery	1,500	0	0	0	1,500	377	0	1,123
4180	Postage	1,500	0	0	0	1,500	998	621	(119)
4210	General	5,000	0	0	0	5,000	10,155	2,108	(7,263)
4125	Marketing	7,000	0	0	0	7,000	3,715	2,393	892
		51,968	0	0	0	51,968	22,743	20,004	9,221
100	Finance								
4140	Insurance	7,500	0	0	0	7,500	158	7,100	242
4200	Audit Fees	4,000	0	0	0	4,000	2,099	450	1,451
4460	PWLB Capital Payment	5,200	0	0	0	5,200	2,520	2,579	101
4470	PWLB Interest Payment	6,700	0	0	0	6,700	3,316	3,256	128
		23,400	0	0	0	23,400	8,093	13,385	1,922

Workington Town Council Budget Monitoring Report
Finance & General Purposes (contd.)

As At
29-Sep

		Current Year 2025/26							Balance at 29-Sep-25
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 29-Sep-25	Committed Expenditure	
100	Property								
4190	Repairs & Renewals	11,000	0	0	0	11,000	270	0	10,730
4262	Fleet Lease	6,150	0	0	0	6,150	2,704	2,984	462
4264	Fleet Consumables	1,500	0	0	0	1,500	703	463	334
4270	Accommodation	16,501	0	0	0	16,501	2,977	15,051	(1,527)
4485	Asset Management	100,000	0	0	0	100,000	4,477	48,056	47,467
		135,151	0	0	0	135,151	11,131	66,553	57,467
100	Civic Governance								
4230	Elections	6,500	0	0	0	6,500	0	0	6,500
4250	Civic Functions	12,125	0	0	0	12,125	9,062	500	2,563
4160	Website	2,000	0	0	0	2,000	630	0	1,370
4170	Subscriptions and Memberships	3,452	0	0	0	3,452	3,125	96	231
4320	Mayoral Allowance	3,100	0	0	0	3,100	620	2,480	0
4340	Member Travel	500	0	0	0	500	648	0	(148)
4450	Trusteeship	12,800	0	0	0	12,800	4,680	0	8,120
4365	Twinning	5,000	0	0	0	5,000	0	5,000	0
4380	Member Development	750	0	0	0	750	0	0	750
4430	Legal and Professional	10,000	0	0	0	10,000	2,131	0	7,869
4490	Community Development Planning	10,000	0	0	0	10,000	(340)	0	10,340
		66,227	0	0	0	66,227	20,556	8,076	37,595
		689,044	0	0	0	689,044	197,429	373,068	118,547

Workington Town Council Budget Monitoring Report
Culture & Social Investment

As At
29-Sep

		Current Year 2025/26							Balance at 29-Sep-25
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 29-Sep-25	Committed Expenditure	
110	Culture & Social Investment								
4545	Christmas	90,000	0	0	0	90,000	11,919	75,995	2,086
4595	Youth and Social Investment	22,000	0	0	0	22,000	11,110	5,497	5,393
4655	Festival of Running	10,000	0	0	0	10,000	8,197	876	928
4685	Reach Out	10,000	0	0	0	10,000	10,437	100	(537)
4652	Party in the Park	25,000	0	0	0	25,000	24,286	236	478
4650	Cultural Celebrations	44,700	0	0	0	44,700	25,412	12,671	6,617
4590	Funding	15,000	0	0	0	15,000	14,246	750	4
4580	Cultural Marketing	6,000	0	0	0	6,000	3,500	2,500	0
		222,700	0	0	0	222,700	109,107	98,625	14,968

Workington Town Council Budget Monitoring Report

Environment

**As At
29-Sep**

		Current Year 2025/26							Balance at 29-Sep-25
		Agreed Budget	Brought Forward	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 29-Sep-25	Committed Expenditure	
120	Environment								
4700	Street Displays	26,000	0	0	0	26,000	17,795	7,690	515
4705	Environmental Activities	3,000	0	0	0	3,000	661	0	2,339
4710	Green Grants	3,000	0	0	0	3,000	1,608	0	1,392
4810	Streetscene	10,000	0	0	0	10,000	2,167	4,754	3,079
4830	Vulcan Park	19,000	0	0	0	19,000	4,339	7,539	7,122
4840	Play Areas	45,000	0	0	0	45,000	1,556	40,089	3,355
4850	Allotments	24,700	0	0	0	24,700	5,652	11,352	7,696
4860	Estate Management	10,000	0	0	0	10,000	4,775	4,463	762
4870	Estate Development	201,000	0	0	0	201,000	116,555	8,419	76,026
4730	Nature Partnership	25,500	0	0	0	25,500	54	23,500	1,946
		367,200	0	0	0	367,200	155,162	107,805	104,233

Committed Expenditure Listing for 2025/26

Order Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
2303	1	26-Nov	Tivoli Group Limited	Soapery - Remove and dispose of footbridge	4850	120	766.80		766.80
2317	1	21-Jan	S J McGuckin Ltd	Cable for VP Lights	4830	120	1,140.00	450.00	690.00
2346	1	01-Apr	Beacon Fire Protection	Fire Risk Assessment	4485	100	500.00		500.00
2348	1	16-Apr	MKM BS Workington	Allotment Fencing	4850	120	47.20		47.20
2351	1	22-Apr	MKM BS Workington	Materials for VP Picnic Benches	4870	120	500.00	216.40	283.60
2356	1	01-Apr	Canva Pty. Ltd.	Canva Software Licence 25/26	4120	100	120.00		120.00
2357	1	01-Apr	Cumberland Council	ICT Maintenance & Support 25/26	4120	100	6,200.00		6,200.00
2358	1	01-Apr	Manx Telecom	SIM card	4120	100	240.00	100.07	139.93
2359	1	01-Apr	Phoenix Software Limited	Office 365 Licences 25/26	4120	100	1,650.00		1,650.00
2361	1	01-Apr	Vortex Security Services	Maintenance of CCTV System	4120	100	180.00		180.00
2363	1	01-Apr	Zurich Insurance Plc	Vehicle Insurance 2025/26	4140	100	1,600.00		1,600.00
2364	1	01-Apr	Zurich Insurance Plc	WTC Premises & Liability Insurance 2025/26	4140	100	5,500.00		5,500.00
2365	1	01-Apr	Living Wage Foundation	Employer Accreditation / Recognition	4170	100	71.00		71.00
2367	1	01-Apr	The Events Industry Forum Ltd	Purple Guide Subscription	4170	100	25.00		25.00
2368	1	01-Apr	Jean Airey	Internal Audit 25/26	4200	100	450.00		450.00
2370	1	01-Apr	Grenke Lleasing Ltd	WTCCC Printer Lease 25/26	4210	100	1,788.00	894.00	894.00
2371	1	01-Apr	Grenke Lleasing Ltd	Printer Insurance 25/26	4210	100	149.00		149.00
2372	1	01-Apr	HSBC UK	Bank Charges 25/26	4210	100	136.00	48.95	87.05
2373	1	01-Apr	Autoserve Ltd	Maintenance Agreement for Estates Van 25/26	4262	100	379.08	189.54	189.54
2374	1	01-Apr	BNP Paribas Leasing Solutions Ltd	Lease of Estates Team Van 25/26	4262	100	4,790.88	1,996.20	2,794.68
2375	1	01-Apr	FuelGenie Business Account	Fuel for Estates Team Van 25/26	4264	100	1,000.00	537.38	462.62
2376	1	01-Apr	Business Stream	WTCCC Water 25/26	4270	100	1,302.20	487.69	814.51
2377	1	01-Apr	Cumberland Council	Ground Floor Town Hall Rent 2025/26	4270	100	9,650.00		9,650.00
2378	1	01-Apr	Cumberland Council	First Floor Town Hall Rent 2025/26	4485	100	9,650.00		9,650.00
2379	1	01-Apr	Total Energies Gas & Power	WTCCC Electricity 25/26	4270	100	1,200.00	365.60	834.40
2380	1	01-Apr	Total Energies Gas & Power	WTCCC Gas 25/26	4270	100	1,500.00	398.10	1,101.90
2381	1	01-Apr	UK Debt Management Office	Repayment of PWLB Loan Capital	4460	100	5,099.25	2,519.89	2,579.36
2382	1	01-Apr	UK Debt Management Office	Repayment of PWLB Loan Interest	4470	100	6,571.57	3,315.52	3,256.05
2383	1	01-Apr	Npower Ltd	Street Lighting at Frostoms 25/26	4810	120	254.48		254.48
2385	1	01-Apr	Business Stream	Water - Vulcan Park 25/26	4830	120	322.32	100.30	222.02
2386	1	01-Apr	Cumberland Council	Pest Control - VP Bowling Bower	4830	120	270.00	137.70	132.30
2387	1	01-Apr	Cumberland Council	Vulcan Park Trade Waste Collection 25/26	4830	120	2,704.00		2,704.00
2388	1	01-Apr	Npower Ltd	Vulcan Park Café & Lights 25/26	4830	120	1,920.67	592.05	1,328.62
2389	1	01-Apr	Card Saver Limited	Allotment Virtual Terminal Fees 25/26	4850	120	142.40	43.80	98.60
2390	1	01-Apr	Clover (First Data Europe Limited)	Allotment Virtual Terminal Fees 25/26	4850	120	599.88	240.54	359.34
2391	1	01-Apr	Cumberland Council	Pest Control - Annie Pit 25/26	4850	120	1,522.52	776.48	746.04
2392	1	01-Apr	Cumberland Council	Pest Control - Cranbourne Street 25/26	4850	120	804.32	410.18	394.14

Committed Expenditure Listing for 2025/26

Order Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
2393	1	01-Apr	Cumberland Council	Pest Control - Salterbeck 25/26	4850	120	479.84	244.72	235.12
2394	1	01-Apr	Cumberland Council	Pest Control - Siddick 25/26	4850	120	541.80	276.82	264.98
2395	1	01-Apr	Cumberland Council	Pest Control - Soapery 25/26	4850	120	844.20	430.54	413.66
2396	1	01-Apr	Cumberland Council	Pest Control - Stoneleigh 25/26	4850	120	729.76	372.16	357.60
2397	1	01-Apr	Water Plus	Water - Annie Pit Allotments 25/26	4850	120	1,462.46	886.10	576.36
2400	1	01-Apr	Water Plus	Water - Siddick Allotments 25/26	4850	120	271.26	158.63	112.63
2401	1	01-Apr	Water Plus	Water - Stoneleigh Allotments 25/26	4850	120	181.08	79.49	101.59
2402	1	01-Apr	Cumberland Council	Play Area Inspections 25/26	4860	120	1,418.33		1,418.33
2403	1	01-Apr	FuelGenie Business Account	Fuel for Estates Team Machinery 25/26	4860	120	1,345.00	892.81	452.19
2415	4	02-Jul	Tetra Tech	RIBA Feasability Studies	4485	100	38,323.73	12,118.04	26,205.69
2426	5	19-Aug	Daisy Communications	WTCCC Broadband & Telephone 25/26	4120	100	471.36	78.56	392.80
2427	5	21-Aug	NBB Recycled Furniture	Picnic Benches	4870	120	2,322.00	729.00	1,593.00
2428	5	22-Aug	Furniture@Work Ltd	Meeting Room Desks	4210	100	558.00		558.00
2430	5	28-Aug	4Imprint Direct Ltd	WTC Promotional Items	4210	100	956.96	797.46	159.50
2431	5	10-Sep	Cumberland Council	Road Closure Order	4545	110	322.00		322.00
2433	6	19-Sep	Playdale Playgrounds Ltd	Wetpour for Cusack Crescent	4840	120	24,119.00		24,119.00
n/a	1	01-Apr	Arborscape	Floral Displays 2025	4700	120	25,318.00	17,628.20	7,689.80
n/a	1	01-Apr	Sea Cadets	Mace Bearer honorarium	4250	100	500.00		500.00
n/a	1	01-Apr	Cumberland Council	WTC Salaries	4000	100	304,069.37	99,093.96	204,975.41
n/a	1	01-Apr	Cumberland Council	WTC Employers NI Contribution	4010	100	34,615.39	11,918.02	22,697.37
n/a	1	01-Apr	Cumberland Council	WTC Employers Pension Contribution	4020	100	55,948.76	22,612.83	33,335.93
n/a	1	01-Apr	Cumberland Council	ICT Maintenance & Support 24/25	4120	100	6,200.00		6,200.00
n/a	1	01-Apr	Cumberland Council	Workington Nature Partnership Officer Salary Contrib	4730	120	23,500.00		23,500.00
n/a	1	01-Apr	Cumberland Council	WTC Payroll Admin Fee	4210	100	390.00	130.00	260.00
n/a	1	01-Apr	Cumberland Council	Estates Office Town Hall Rent 2024/25	4270	100	2,650.00		2,650.00
n/a	1	01-Apr	Cumberland Council	Mayoral Allowance	4320	100	3,100.00	620.00	2,480.00
n/a	1	01-Apr	Meaningful Marketting	WTC Digital Marketing	4125	100	6,000.00	3,607.00	2,393.00
n/a	1	01-Apr	Npower Ltd	Vulcan Park Queen's Hut 23/24	4830	120	675.00		675.00
n/a	1	01-Apr	Npower Ltd	Vulcan Park Queen's Hut 24/25	4830	120	812.22		812.22
n/a	1	01-Apr	Npower Ltd	Vulcan Park Queen's Hut 25/26	4830	120	974.66		974.66
n/a	1	01-Apr	Royal Mail	Meeting Agendas	4180	100	428.80	252.05	176.75
n/a	1	01-Apr	Royal Mail	Allotment Invoices	4180	100	460.35	16.55	443.80
n/a	1	01-Apr	Workington & District Twinning Association	Funding Contribution	4365	100	5,000.00		5,000.00
n/a	2	22-May	Project	Acivity Markings in Vulcan Park	4870	120	2,000.00		2,000.00
n/a	2	22-May	Project	IBCs for Siddick & Stoneleigh	4850	120	4,700.00		4,700.00
n/a	3	26-Jun	Addeco	Agency Administration Staff	4000	100	7,000.00	2,959.20	4,040.80
n/a	4	10-Jul	Project	Vulcan Park Tree Survey	4860	120	1,650.00		1,650.00

Committed Expenditure Listing for 2025/26

Order									
Number	Month	Order Date	Supplier Name	Description	Code	Centre	Net Amount	Invoiced	Balance
n/a	4	30-Jul	Project	Town Hall Secure Storage	4485	100	11,700.00		11,700.00
n/a	4	30-Jul	Project	Replace "end of life" Play Area Equipment	4840	120	5,470.00		5,470.00
n/a	5	01-Aug	Project	Works to Stoneleigh Allotments	4850	120	4,000.00	1,822.30	2,177.70
n/a	5	01-Aug	Project	Works to Siddick Allotments	4870	120	3,000.00	729.00	2,271.00
n/a	5	01-Aug	Project	Works to The Ranch Playing Fields	4870	120	3,000.00	729.00	2,271.00
n/a	6	12-Sep	Tivoli Group Limited	Removal of Green Waste from Soapery	4860	120	942.00		942.00
n/a	6	25-Sep	Project	Siddick Defibrillator	4810	120	4,500.00		4,500.00
n/a	6	25-Sep	Project	Accessible Equipment for Play Areas	4840	120	10,500.00		10,500.00

Workington Town Council Budget Monitoring Report

Income Received 2025/26 Year to Date

Current Year 2025/26				
Agreed Budget	Budget Revisions	Total Budget	Actual YTD Income	Income Variance

Finance & General Purposes						
1076	Precept	1,070,744	0	1,070,744	1,070,744	0
1150	Income Car Park	1,000	0	1,000	1,000	0
1160	Income - Dividend	7,500	0	7,500	1,231	(6,269)
1190	Mayoral Fundraising	0	0	0	0	0
1999	Income - Other	0	0	0	1,039	1,039
		1,079,244	0	1,079,244	1,074,014	(5,230)

Culture & Social Investment						
1100	Grants & Donations	0	0	0	1,485	1,485
1200	Income - Party in the Park	0	0	0	405	405
1220	Income - Theatre by the Hall	0	0	0	0	0
1230	Income - Christmas Festival	0	0	0	340	340
1255	Income - Sport	0	0	0	1,459	1,459
1265	Income - Reach Out	0	0	0	300	300
1280	Income - Festival of Running	0	0	0	3,127	3,127
1999	Income - Other	0	0	0	44	44
		7,160	0	0	7,160	7,160

Environment						
1100	Income - Grants & Donations	0	0	0	96,488	96,488
1300	Income - In Bloom Sponsorship	0	0	0	250	250
1310	Income - Rents	0	0	0	872	872
1999	Income - Other	0	0	0	2,000	2,000
		0	0	0	99,610	99,610

1,086,404	0	1,079,244	1,180,784	101,540
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Income Received 2024/25 Year to Date

[illegible]

Income Received 2024/25 Year to Date

CC	Cost Centre	NOM	Nominal Code	Date	Description	Amount
120	Environment	1300	In Bloom Sponsorship	30-Apr-25	Sponsorship for Flower Bed	250.00
120	Environment	1310	Allotment Rent	04-Apr-25	Salterbeck plots 5, 6, 7, R3	27.76
120	Environment	1310	Allotment Rent	14-May-25	Stoneleigh 11b	71.61
120	Environment	1310	Allotment Rent	02-Jun-25	Salterbeck Bed 4	1.68
120	Environment	1310	Allotment Rent	02-Jun-25	Salterbeck plot 16	3.32
120	Environment	1310	Allotment Rent	02-Jun-25	Salterbeck plot 11	3.32
120	Environment	1310	Allotment Rent	04-Jun-25	Salterbeck plot 15	3.32
120	Environment	1310	Allotment Rent	05-Jun-25	Annie Pit plot 43	67.27
120	Environment	1310	Allotment Rent	05-Jun-25	Annie Pit plot 42	84.54
120	Environment	1310	Allotment Rent	06-Jun-25	Siddick plot 6a	15.27
120	Environment	1310	Allotment Rent	09-Jun-25	Annie Pit plot 23	50.00
120	Environment	1310	Allotment Rent	18-Jun-25	Soapery plot 16	50.00
120	Environment	1310	Allotment Rent	27-Jun-25	Siddick plot 6A	50.00
100	Finance & General Purposes	1999	Other	02-Apr-25	Debit Card Cashback Bonus	2.91
100	Finance & General Purposes	1999	Other	09-Apr-25	Debit Card Cashback Bonus	1.74
100	Finance & General Purposes	1999	Other	16-Apr-25	Debit Card Cashback Bonus	0.10
100	Finance & General Purposes	1999	Other	23-Apr-25	Debit Card Cashback Bonus	0.56
100	Finance & General Purposes	1999	Other	30-Apr-25	Debit Card Cashback Bonus	3.17
100	Finance & General Purposes	1999	Other	07-May-25	Debit Card Cashback Bonus	0.34
100	Finance & General Purposes	1999	Other	14-May-25	Debit Card Cashback Bonus	2.34
100	Finance & General Purposes	1999	Other	21-May-25	Debit Card Cashback Bonus	3.38
100	Finance & General Purposes	1999	Other	28-May-25	Debit Card Cashback Bonus	0.14
100	Finance & General Purposes	1999	Other	04-Jun-25	Debit Card Cashback Bonus	1.98
100	Finance & General Purposes	1999	Other	11-Jun-25	Debit Card Cashback Bonus	0.85
100	Finance & General Purposes	1999	Other	18-Jun-25	Debit Card Cashback Bonus	0.43
100	Finance & General Purposes	1999	Other	25-Jun-25	Debit Card Cashback Bonus	1.28
120	Environment	1999	Other	27-Jun-25	Hire of The Ranch Season 2024	2,240.00
120	Environment	1999	Other	27-Jun-25	Discount for maintenance (33%)	-740.00

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

Current Year 2025/26							
	Agreed Budget	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 29-Sep-25	Committed Expenditure	Estimated Balance at 31-Mar-26
Finance & General Purposes	689,044	0	0	689,044	197,429	373,068	118,547
Culture & Social Investment	222,700	0	0	222,700	109,107	98,625	14,968
Environment	367,200	0	0	367,200	155,162	107,805	104,233
	1,278,944	0	0	1,278,944	461,698	579,498	237,748

Reserves	as at 29-Sep-25	
Balance brought forward		504,325
Precept Received	1,070,744	
All other receipts	106,846	
Total receipts		1,177,590
Staff costs	134,318	
Loan interest/capital repayments	5,836	
All other payments	321,544	
Total payments		461,698
Period end balance		1,220,217
Minimum reserve (25% of budget)		267,686
		952,531

est. to 31-Mar-26			
Committed		Budget	
	504,325		504,325
1,070,744		1,070,744	
191,574		191,574	
	1,262,318		1,262,318
399,368		410,048	
11,671		11,900	
630,157		856,996	
	1,041,196		1,278,944
	725,447		487,699
	267,686		267,686
	457,761		220,013



Our ref: 979/1859606

29 August 2025

Workington Town Council
Workington Town Council Community Centre
Princess Street
Workington
CA14 2QG

Dear Clerk

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Annual Governance and Accountability Return for the Year ended 31 March 2025

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2025.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following point

- Per the internal auditors report, the Internal Auditor answered 'Not covered' to control objective F which suggests that the council does not operate a petty cash system and so referencing petty cash (even as a nil balance) on the bank reconciliation seems unnecessary. We would suggest the reconciliation schedule is updated to remove it if the council do not operate such a system.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

Partners: Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Foster FCCA, John Harvey BFP ACA FCCA, Tim Woodgates CTA FCCA, Jen Nixon FCCA MAAT, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA, Amanda Eity FCA.

Associates: Paul Nash FCCA, Lorna Bloor FCCA, Hannah Sardeson FCCA, Ben Higgins FCCA. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Workington Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We identified during our initial review of the Annual Governance and Accountability Return that box 10 of the prior year column (2023/24) on Section 2 - Accounting Statements has been restated. This was in order to agree to the third party evidence received from PWLB. However, the column has not been marked as 'Restated' to bring it to the attention of the reader.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads "Moore", written over a horizontal line.

Date

28/08/2025



FINANCE & GENERAL PURPOSES COMMITTEE	Agenda Item No. 11a
Meeting date: Monday 6 th October 2025	
From: Chief Officer/RFO	
Title: Council Fleet	

1. RECOMMENDATION

Committee to consider the report with regards to leasing an additional van for Council businesses.

2. DETAIL

The Council employs five members of staff in their Estates team, this involves being on site at various locations in the town all day every day.

The Council only has 1 van, which is proving problematic when in use and other staff members need to go elsewhere.

A new van would be beneficial to the whole team to be able to carry out council business more efficiently.

The van would be electric, which falls in line with the Council's climate action plan. To start the van would be charged at charging points around the town with a view to having a charger installed at the Town Hall (with permission) and/or one of the Council's buildings in the park.

The government offers a scheme which covers up to 75% of the total costs of the purchase and installation of EV chargepoints (including VAT). Costs are being obtained for this.

3. BUDGET IMPLICATIONS

Renault Master Van Electric	
White	
60 months (5 year) contract	
Including maintenance	
Monthly lease fee	£553.13
Additional insurance (monthly)	£71
Initial cost	£2,000
Document fee	£200
Ply lining additional	£300
Branding	£300
Initial payout (one off)	£2,800

Officers suggest this could come out of asset management budget line in the 25/26 budget (monthly costs and initial payments) and then it would be budgeted for annually under the Council's fleet budget going forward from 26/27.



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Safeguarding Children Policy & Procedures

NOTE TO STAFF:

It is the policy of Workington Town Council that staff and councillors must be familiar with the following Safeguarding principles and procedures.

This policy does not replace common sense, but clarifies, and where necessary, defines certain matters. The protection of children, commonly called 'safeguarding', is about working in a manner that is open and clear and not as a list of 'dos and don'ts'.

REMEMBER: *It is always better to be proved wrong about your concerns, having referred them on, than to be proved right, but be shown later to have done nothing about it.*

If, after reading this document, there is any doubt about your obligations and responsibilities in respect of the safety and welfare of children please consult the [Designated Safeguarding Officer](#).

1. DEFINITION

Workington Town Council is committed to safeguarding the welfare of all children and young people who come into contact with the services we provide.

For the purposes of the Disclosure and Barring Service (and previously the Criminal Records Bureau), a child is defined as someone who is under 18 (or under 16 if the child is employed). Workington Town Council also uses this definition.

For persons aged over 18 years old, please refer to the Safeguarding Adults at Risk policy.

Type of abuse

Abuse and neglect can take many forms and can occur as 'one-off' or on multiple occasions. The guidance document '[What to do if you're worried a child is being abused](#)' 2015 (section 10 – 21) uses the following definitions of abuse and they have been included for reference and guidance. However, each case should be considered individually with advice sought from the Designated Safeguarding Officer and relevant agencies.

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Type of abuse may include:

- **Physical abuse** is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.
- **Emotional abuse** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.
- **Sexual abuse** is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health.
- **Child sexual exploitation** is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.
- **Neglect** is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development.

2. PRINCIPLES

Children and young people should be treated with care, respect and dignity. The responsibility for the creation of a safe and rewarding environment for any child that is involved in our work and services belongs to everyone in the team, whether staff, contractor or volunteer.

All staff members are expected to be professional in their conduct and work in a manner that is open, honest and trustworthy. Staff members are expected to behave responsibly at all times, especially when children are present.

Anyone working with children will be expected to maintain a safe and appropriate distance at all times. There will be minimal physical contact with children, and any necessary physical contact will be public and appropriate. Staff members will not do things of a personal nature for any child that s/he is able to do independently.

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3. DESIGNATED SAFEGUARDING OFFICER

Emma Chapman, Chief Officer/RFO for Workington Town Council, is the Designated Safeguarding Officer and also is responsible for the Council's safeguarding policies. The duties of this role include:

- Ensuring that all staff are aware of the requirement to work in compliance with the safeguarding policies.
- To be the point of referral for questions in relation to the safeguarding policies.
- To be the point of referral for anyone who, during the course of the event, believes that a child or young person may be at risk of harm, is told by a child or young person of a child welfare issue; or believes that a person may pose a risk of harm to any child; and keep a record of any safeguarding issues which arise.

The Chief Officer/RFO has overall responsibility for the Town Council's policies and procedures.

Please see below for contact details for the Designated Safeguarding Officer.

4. LONE WORKING

Workington Town Council's intention is that its staff should never be alone with a child or young person in the course of their work. Any activity with children and young people should be planned accordingly. However, we recognise that in an emergency this may be unavoidable.

In such instances, staff members should contact the Designated Safeguarding Officer immediately and move to an open, public space. If it is not possible to move to a public space, staff members should never be on their own with a child – a minimum of two adults should always be present.

5. DISCLOSURE

'Disclosure' occurs when a child tells you that they have been abused. This is a rare occurrence in this sort of working environment but not unknown. If a child shares concerns with us, we will listen, stay calm, be reassuring, avoid judgements and we will never promise to keep the disclosure secret.

It is important to make a note of anything the child says during a disclosure as the information will need to be passed on to the relevant authorities for further action. For example, it is useful to make a note of the following:

- The child's name and address
- The name of the parent, guardian or carer for the child
- The nature of the disclosure
- Other additional useful information such as age, language and if the child has a disability.

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The appropriate authority should be contacted immediately if the child is in imminent danger or if a criminal offence has been committed. This should then be followed-up with a report to the Designated Safeguarding Officer. The Designated Safeguarding Officer will ensure the incident is on record, that all appropriate measures have been taken and that action has been taken by the relevant authority.

REMEMBER:

All cases where a worker suspects that a child is suffering, or is at risk of suffering significant harm, must be reported to Local Authority Children's Social Care Services/Protection Services/Gateway Services.

This must be followed up in writing by the referrer within 24-48 hours. Within one working day of a referral being received, a local authority social worker should make a decision about the type of response that is required and acknowledge receipt to the referrer. Where this does not happen, the person making the referral should contact Children's Social Care/Protection Services/Gateway Services again.

It is very important that you understand your own local procedures and timescales.

6. PAID WORK AND WORK EXPERIENCE

Children and young people may not carry out paid work for Workington Town Council unless they have an appropriate work permit or performance licence. Further to this, staff members offering work experience placements to young people must have arrangements in place in advance of the event. In both cases, the Designated Safeguarding Officer must be contacted for guidance and to gain prior permission.

7. DBS CHECKS – WORKINGTON TOWN COUNCIL EMPLOYEES

The law requires that individuals working within regulated activities ([see Definition of Regulated Activity](#)) with adults **must** have a DBS check, whilst those working less directly with children **may** be required to have one. All WTC staff must have a valid DBS check.

The DBS certificates are stored in the Town Council's Personnel files and can be accessed with permission from the Chief Officer/RFO. The Designated Safeguarding Officer is responsible for ensuring all DBS checks are renewed every three years and will notify staff when it is due to be updated.

8. STAFF TRAINING

Workington Town Council is committed to ensuring that staff have the correct training to work safely and confidently with children and young people. Appropriate training courses will be identified using guidance supplied by the Cumbria Safeguarding Children Partnership (CSCP). The Designated Safeguarding Officer will keep a record of training and make arrangements for refresher courses as required (usually every three years).

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9. DEFINITION OF REGULATED ACTIVITY

Regulated activity is work that a barred person must not do. Regulated activity with children is made up of:

- what activity a person carries out and how often the person does it; or
- where the role takes place and how often the person will work there.

The DBS guidance leaflet '[Regulated activity with children in England](#)' provides the following table as guidance:

Specified activities with children and what you need to consider			
Activity	Period condition	Supervision	Age of child
Teaching, training or instruction, care or supervision of children	More than 3 days in a 30 day period OR overnight between 2am & 6am with the opportunity for face to face contact with children	Must be considered	Under 18 – but not if the activity is in relation to the child's paid or unpaid employment AND they are 16/17.
Moderating a web service wholly or mainly for children	More than 3 days in a 30 day period ONLY	Not required	Under 18
Advice or guidance wholly or mainly to children	More than 3 days in a 30 day period OR overnight between 2am & 6am with the opportunity for face to face contact with children	Not required	Under 18 – but not if the activity is in relation to the child's paid or unpaid employment AND they are 16/17.
Driving a vehicle for children	More than 3 days in a 30 day period ONLY	Not required	Under 18
Health care or personal care	Once is enough	Not required	Under 18
Registering to be a foster carer or private foster carer	None	Not required	Under 18
Registering to be a childminder or child care provider, including voluntary registration	None	Not required	In line with regulations

10. DBS CHECKS FOR EXTERNAL ORGANISATIONS AND GRANT APPLICANTS

Where external organisations are likely to have significant contact with children and young people as a direct result of their work for, on behalf of, or in partnership with the council, they are required to have safeguarding procedures in place. They must be made aware of this policy and must provide the council with a copy of their Safeguarding Policy. This applies to both contractors working directly for the council, and to organisations applying for grants and funding.

If you feel it is necessary for an external organisation or contractor to have a DBS check before carrying out any work, then it must be applied for directly by the council. Please note it is not lawful to request to see a pre-existing DBS check as it is a breach of the Data Protection Act. DBS checks are tailored to specific enquiries so an individual providing the results of a previous DBS check would run the risk of sharing information that is irrelevant to the role.

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11. RECORD KEEPING

All records containing personal information or contacts details should be kept in accordance with Data Protection Guidelines (1998) and GDPR regulations (2018). To follow best practice in record keeping, it is worth ensuring the following procedures are observed:

- Only keep records for as long as is necessary.
- Files containing sensitive or confidential data should be locked away and access to the keys strictly controlled.
- These records should only be accessed by staff members that need to see the information to carry out their work.
- If records are stored electronically then it is worth password-protecting the document. Again, this password should only be given out to staff members who need access to the document to carry out their work.

12. HOW TO RAISE A SAFEGUARDING CONCERN

To report a crime that presents an immediate danger contact 999 and request the police. If the incident does not present an immediate danger, please contact 101. The information should then be passed on to the Designated Safeguarding Officer who can assess if further action is required and carry out any necessary record keeping.

If you have concerns about an adult at risk but it is not an immediate danger or a crime in progress, please contact the Designated Safeguarding Officer. The Designated Safeguarding Officer will help to assess the situation and identify a course of action.

Do not delay action if the Designated Safeguarding Officer is unavailable. Contact the Cumbria Safeguarding Hub (CSH) for further advice:
safeguarding.hub@cumberland.gov.uk

The information reported to CSH should then be relayed to the Designated Safeguarding Officer who can assist if further action is required and will carry out any necessary record keeping.

13. ALLEGATIONS AGAINST A COUNCILLOR OR MEMBER OF STAFF

Workington Town Council takes allegations of abuse, criminal activity and inappropriate behaviour seriously and will act quickly to ensure the necessary steps are taken. If a staff member, councillor or contractor is observed or accused to have harmed a child it must be reported to the Police at the earliest possible opportunity.

Following a complaint to the Police, the incident must be reported to a relevant staff member or Councillor at the Town Council:

- *If the complaint is about a staff member or Councillor of Workington Town Council:* The incident should be reported to the Designated

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Safeguarding Officer and/or the Chief Officer/RFO at Workington Town Council who will decide the next course of action and will inform the Monitoring Officer at Cumberland Council.

Following the report of an incident, action will be taken in accordance with Workington Town Council's Complaints Procedure. Please refer to the *Workington Town Council Complaints Policy* document for further details.

14. CONTACT DETAILS

Designated Safeguarding Officer:

Emma Chapman, Chief Officer/RFO

07483 029158

emma.chapman@workingtontowncouncil.gov.uk

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Safeguarding Adults at Risk Policy & Procedure

NOTE TO STAFF:

It is the policy of Workington Town Council that staff and councillors must be familiar with the following Safeguarding principles and procedures.

This policy does not replace common sense, but clarifies, and where necessary, defines certain matters. The protection of adults at risk, commonly called 'safeguarding', is about working in a manner that is open and clear and not as a list of 'dos and don'ts'.

REMEMBER: It is always better to be proved wrong about your concerns, having referred them on, than to be proved right, but be shown later to have done nothing about it.

If, after reading this document, there is any doubt about your obligations and responsibilities in respect of the safety and welfare of children please consult the Designated Safeguarding Officer.

1. INTRODUCTION

Workington Town Council is committed to safeguarding adults who come into contact with the services that we provide. This includes adults defined as 'at risk' (see section 2) and the purpose of the policy is to provide clear guidance on the procedures required for working with individuals that meet this definition.

The aims of this policy are as follows:

- To protect adults at risk who engage with services provided by Workington Town Council.
- To provide staff, volunteers and contractors clear guidance on our approach to safeguarding adults at risk.
- To provide an effective framework for working with other organisations in the safeguarding of adults at risk.

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2. DEFINITIONS

Workington Town Council use the same definition of an 'adult at risk' as outlined in The Care Act 2014 (section 42.1). This document defines an 'adult at risk', previously described as a 'vulnerable adult', as someone aged 18 and over who;

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

For individuals aged under 18 years of age, please refer to our '[Safeguarding Children](#)' policy and procedures document.

Type of abuse

Abuse and neglect can take many forms and can occur as 'one-off' or on multiple occasions. The statutory guidance for [The Care Act 2014](#) (section 14.17) uses the following definitions and they have been included for reference and guidance. However, each case should be considered individually with advice sought from the [Designated Safeguarding Officer](#) and relevant agencies.

Type of abuse may include:

- **Physical abuse** including: assault, hitting, slapping, pushing, misuse of medication restraint, inappropriate physical sanctions.
- **Domestic violence** including: psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence.
- **Sexual abuse** including: rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** including: emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** including: theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** encompasses: slavery, human trafficking, forced labour and domestic servitude. traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
- **Discriminatory abuse** including forms of: harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation, religion.

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- **Organisational abuse** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** including: ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect.** This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

3. PRINCIPLES

The statutory guidance for [Care Act 2014](#) states that the following six key principles should underpin all adult safeguarding work (section 14.13). All staff members should consider these principles when working with adults, especially those defined as being at risk.

- (1) **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
- (2) **Prevention:** It is better to take action before harm occurs.
- (3) **Proportionality:** The least intrusive response appropriate to the risk presented.
- (4) **Protection:** Support and representation for those in greatest need.
- (5) **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- (6) **Accountability:** Accountability and transparency in delivering safeguarding.

Everyone that we work with should be treated with care, respect and dignity. The responsibility for the creation of a safe working environment belongs to everyone in the team, whether staff, contractor or volunteer.

All staff members are expected to be professional in their conduct and work in a manner that is open, honest and trustworthy. Staff members are expected to behave responsibly at all times, especially when working with individuals who are defined as being at risk.

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4. DESIGNATED SAFEGUARDING OFFICER

Emma Chapman, Chief Officer/RFO for Workington Town Council, is the Designated Safeguarding Officer and has a responsibility for the Council's safeguarding policies. The duties of this role include:

- Ensuring that all staff are aware of the requirement to work in compliance with the safeguarding policies.
- To be the point of referral for questions in relation to the safeguarding policies.
- To be the point of referral for anyone who, during the course of the event, believes that a person may be at risk of harm, is told by an individual about a welfare issue; or believes that a person may pose a risk of harm to any person; and keep a record of any safeguarding issues which arise.

The Chief Officer has overall responsibility for the Town Council's policies and procedures.

Please see details below for contact details for the Designated Safeguarding Officer.

5. DISCLOSURE

'Disclosure' occurs when a person tells you that they have been abused. This is a rare occurrence in this sort of working environment but not unknown. If an individual shares concerns with us, we will listen, stay calm, be reassuring, avoid judgements and we will never promise to keep the disclosure secret.

It is important to make a note of anything the individual says during a disclosure as the information will need to be passed on to the relevant authorities for further action. For example, it is useful to make a note of the following:

- The person's name and address.
- The nature of the disclosure.
- Other additional useful information such as age, language and if the person has a disability.

The police should be contacted immediately if the person is in imminent danger or if a criminal offence has been committed. This should then be followed-up with a report to the Designated Safeguarding Officer. The Designated Safeguarding Officer will ensure the incident is on record, that all appropriate measures have been taken, and that action has been taken by the relevant authority.

6. DBS CHECKS – WORKINGTON TOWN COUNCIL EMPLOYEES

The law requires that individuals working within regulated activities (see point 9: Definition of Regulated Activity) with adults **must** have a DBS check, whilst those working less directly with Adults at Risk **may** be required to have one. All WTC staff must have a valid DBS check.

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The DBS certificates are stored in the Town Council's Personnel files and can be accessed with permission from the Chief Officer/RFO. The Designated Safeguarding Officer has a record of the renewal date for each certificate and will notify staff when it is due to be updated.

7. STAFF TRAINING

Workington Town Council is committed to ensuring that staff have the correct training to work safely and confidently with adults at risk. Appropriate training courses will be identified using guidance supplied by the Cumbria Safeguarding Adults Board (CSAB). The Designated Safeguarding Officer will keep a record of training and make arrangements for refresher courses as required (usually every three years).

8. DBS CHECKS FOR EXTERNAL ORGANISATIONS AND GRANT APPLICANTS

Where external organisations are likely to have significant contact with an adult at risk as a direct result of their work for, on behalf of, or in partnership with the council, they are required to have safeguarding procedures in place. They must be made aware of this policy and must provide the council with a copy of their Safeguarding Policy. This applies to both contractors working directly for the council, and to organisations applying for grants and funding.

If you feel it is necessary for an external organisation or contractor to have a DBS check before carrying out any work, then it must be applied for directly by the council. Please note it is not lawful to request to see a pre-existing DBS check as it is a breach of the Data Protection Act. DBS checks are tailored to specific enquiries so an individual providing the results of a previous DBS check would run the risk of sharing information that is irrelevant to the role.

9. DEFINITION OF REGULATED ACTIVITY

The following description of 'regulated activity' is based on the definition in the [Safeguarding Vulnerable Groups Act 2006](#).

- Providing healthcare.
- Providing personal care.
- Providing social work.
- Assistance with general household matters.
- Assistance in the conduct of a person's own affairs.
- Conveying (driving and transport).

Individuals listed on the DBS barred list cannot carry out any regulated activity with children or Adults at Risk.

10. RECORD KEEPING

All records containing personal information or contacts details should be kept in accordance with [Data Protection Guidelines \(1998\)](#) and [GDPR regulations \(2018\)](#). To follow best practice in record keeping, it is worth ensuring the following procedures are observed:

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- Only keep records for as long as is necessary.
- Files containing sensitive or confidential data should be locked away and access to the keys strictly controlled.
- These records should only be accessed by staff members that need to see the information to carry out their work.
- If records are stored electronically then it is worth password-protecting the document. Again, this password should only be given out to staff members who need access to the document to carry out their work.

11. HOW TO RAISE A SAFEGUARDING CONCERN

To report a crime that presents an immediate danger contact 999 and request the police. If the incident does not present an immediate danger, please contact 101. The information should then be passed on to the Designated Safeguarding Officer who can assess if further action is required and carry out any necessary record keeping.

If you have concerns about an adult at risk but it is not an immediate danger or a crime in progress, please contact the Designated Safeguarding Officer. The Designated Safeguarding Officer will help to assess the situation and identify a course of action.

Do not delay action if the Designated Safeguarding Officer is unavailable. Contact the Cumberland Safeguarding Hub for further advice

safeguarding.hub@cumberland.gov.uk

The information reported to CSH should then be relayed to the Designated Safeguarding Officer who can assist if further action is required and will carry out any necessary record keeping.

12. ALLEGATIONS AGAINST A COUNCILLOR OR MEMBER OF STAFF

Workington Town Council takes allegations of abuse, criminal activity and inappropriate behaviour seriously and will act quickly to ensure the necessary steps are taken. If a staff member, councillor or contractor is observed or accused to have harmed an Adult at Risk it must be reported to the Police at the earliest possible opportunity.

Following a complaint to the Police, the incident must be reported to a relevant staff member or Councillor at the Town Council:

- *If the complaint is about a staff member or Councillor of Workington Town Council:* The incident should be reported to the Designated Safeguarding Officer and/or the Chief Officer/RFO at Workington Town Council who will decide the next course of action and will inform the Monitoring Officer at Cumberland Council.

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Following the report of an incident, action will be taken in accordance with Workington Town Council's Complaints Procedure. Please refer to the *Workington Town Council Complaints Policy* document for further details.

13. CONTACT DETAILS

Designated Safeguarding Officer:

Emma Chapman, Chief Officer

07483 029158

emma.chapman@workingtontowncouncil.gov.uk

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Funding Policy

1. Purpose

The purpose of this policy is to provide a clear framework for how Workington Town Council allocates and manages funding, grants, and commissions. The policy ensures that funding decisions are transparent, fair, consistent, and aligned with the Council's strategic objectives, statutory powers, and duty to safeguard public money.

2. Scope

This policy applies to all applications for financial assistance received by Workington Town Council and covers:

- Community grants to local voluntary and community organisations.
- Donations and sponsorship requests.
- Partnership funding agreements with other bodies.

3. Principles

Funding decisions will be guided by the following principles:

- Transparency – All decisions will be open, recorded, and publicly available.
- Fairness – Applications will be considered on their merits and against published criteria.
- Value for Money – Funding must demonstrate benefit to the community and efficient use of resources.
- Legal Compliance – The Council will only provide funding within its statutory powers.
- Accountability – Recipients of funding must provide evidence of expenditure and outcomes.

4. Eligibility Criteria

Organisations must:

- Be a voluntary, charitable, or not-for-profit group operating within the parish of Workington or serving its residents.
- Demonstrate a clear benefit to the local community.
- Have appropriate governance and financial management arrangements in place.
- Not be political parties, private businesses, or profit-making organisations (unless for community benefit).

5. Exclusions

Funding will not normally be granted for:

- Retrospective projects (costs already incurred).
- Ongoing running costs without a clear sustainability plan.
- Activities promoting political or religious views.
- Individuals (except under exceptional circumstances agreed by Committee).
- Projects that are the statutory responsibility of other authorities.

6. Application Process

Applications must be submitted using the Council's Expression of Interest form, which can be found on the Council's website.

Applicants must provide:

- A description of the project or activity.

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- Evidence of community need/benefit.
- A detailed budget and any other sources of funding.
- Copies of latest accounts or financial statements.
- Applications must be made in the name of the organisation to which financial assistance is to be granted.
- Applications made for a specific project must include one costing or two estimates with the completed form.
- Applications will be acknowledged within 15 working days of receipt of completed forms. Applicants will be advised of the Committee and the date their application will be considered.
- The Council will award a grant at a figure it deems suitable not necessarily the figure that has been applied for.
- Grants will be paid by bank transfer to the name specified on the application form.

Applications will be assessed on the following:

- Community development /public involvement.
- Support economic development, tourism or cultural activities.
- Provide services for young people, the elderly or vulnerable.
- Improve sport, physical activity, health and social wellbeing.
- Improve the physical environment.

7. Decision-Making

- Applications will be reviewed by the Finance & General Purposes Committee, Environment Committee and/or the Culture and Social Investment Committee, depending on the nature of the request.
- Depending on the value requested recommendations may require referral to Full Council for approval.
- Decisions will be minuted and published.
- The Council reserves the right to part-fund or refuse applications.

8. Conditions of Funding

Successful applicants must:

- Use the funds for the stated purpose only.
- Acknowledge the support of Workington Town Council in publicity materials.
- Provide monitoring information or a completion report within an agreed timeframe.
- Return any unspent funds.
- If for any reason the organisation disbands within 12 months of the funding being paid, the Council seeks the right to ask for all or part of the monies to be paid back or for the ownership of equipment paid for by the funding to be transferred to the Council.

9. Monitoring & Review

- The Council may request evidence of expenditure, site visits, or progress reports.
- Serious misuse of funds may result in repayment and exclusion from future funding.
- This policy will be reviewed every 3 years or sooner if legislation or best practice requires.
- Applicants will be informed in writing of the outcome of their application.
- A signed copy of 'Conditions of Funding' must be returned before grant is paid.

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- For all funding more than £2,000 the organisation is obliged to provide a 'statement in writing of the use to which that amount has been put' within 12 months of the date the funding was awarded (item 1 (b), of section 137A, Local Government Act 1972).
- If the grant money is not spent or the Council feels the conditions of funding have not been met, the grant or any remaining monies must be returned to the Council.

10. Transparency and Publicity

- The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- Organisations receiving Town Council grants must acknowledge the Council in any relevant publicity, annual report, posters and advertising.
- The Council may publicise grant awards and details of project achievements in Council publications and the local press.