

# Workington Town Council

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## Minutes of the Full Council meeting of Workington Town Council held on Wednesday 25<sup>th</sup> June 2025 at 6pm in Allerdale House, Griffin Street, Workington, CA14 3YJ.

Cllr Mary Bainbridge	Absent*	Cllr Sean Melton	Present
Cllr Barbara Cannon	Present	Cllr John Mills	Present
Cllr Beth Dixon	Present	Cllr Patricia Poole	Present
Cllr David Farrar	Present	Cllr Denise Rollo	Absent*
Cllr Sue Fryer	Absent*	Cllr Mike Rollo	Present
Cllr Mark Fryer	Absent*	Cllr Neil Schofield	Present
Cllr Hilary Harrington	Present	Cllr Kate Schofield	Absent*
Cllr Michael Heaslip	Present	Cllr Stephen Stoddart	Present
Cllr Allan Hodgson	Present	Cllr David Tennyson	Absent
Cllr Bernadette Jones	Absent*	Cllr Lynda Williams	Absent
Cllr Paul Larkin	Absent*	Cllr Ellie Wood	Absent*
Cllr Susan Martin	Present	Cllr Joan Wright	Present

In attendance: Chief Officer/RFO and two members of the public.

**25.1 Absences:** Absences notified prior to the meeting were noted from Cllrs Kate Schofield, Ellie Wood, Sue Fryer, Mark Fryer, Paul Larkin, Bernadette Jones, Denise Rollo and Mary Bainbridge. Cllr Heaslip advised the CO prior to the meeting he was uncertain if he would be able to attend and to ask Council to note his absence if he wasn't present. However, he did arrive later in the meeting.

**25.2 Declarations of Interest:** None

**25.3 Exclusion of Press and Public:** None.

**25.4 Public Representation:** None

**25.5 Minutes from previous meeting**

**Resolved:** Council approved the minutes from the annual meeting on 7<sup>th</sup> May 2025 and affirmed them a true record.

**25.6 Public Questions:** None

**25.7 Questions and Statements from members:**

Questions submitted by Cllr Miskelly prior to the meeting.

Statement submitted by Cllr Miskelly prior to the meeting.

The Mayor asked Cllr Miskelly if he wished to speak at this agenda item or wait until agenda item 12a which his questions and statements were in relation to.

Cllr Miskelly advised he was happy to speak at agenda item 12a.

**25.8                    Motions on Notice: None**

**25.9                    Reports from Outside Bodies**

The Mayor proposed that in the absence of Cllr Heaslip, who was due to update Council on Coastal Communities and Workington Town Deal Board, that these reports are added to the next Full Council agenda for the meeting in July. No objections.

**25.10                  Mayoral Engagements**

Council noted the report for information.

**25.11                  Budget 2025-2026**

a) Council noted the budget summary, reserves and income reports YTD.

**b) Resolved:** Council approved to move the £10,000 allocated to the now dissolved Sustainable Development committee into the F & GP budget.

**25.12                  Committee Minutes**

a) Council noted the minutes from the Culture & Social Investment committee meeting held on Tuesday 20<sup>th</sup> May 2025.

b) Council noted the minutes from the Environment committee meeting held on Thursday 25<sup>th</sup> May 2025.

The Mayor invited Cllr Miskelly to ask his questions and make his statement.

Question 1. What was the thought process provision concerning the removal of water.

Question 2. What report or advice gave reason to suggest that this action was suitable, necessary or legally permissible.

Question 3. Was it not considered reasonable, required, or important to consult with all or any allotment tenants of that site concerning this action.

The Mayor proposed that in the absence of the Chair of the Environment committee that the questions would be responded to in writing within 10 working days. Cllr Miskelly agreed this was acceptable.

**Statement by Councillor Billy Miskelly to the meeting of the Workington Town Council at Allerdale House on Wednesday the 25<sup>th</sup> June 2025 at 18.00 hours.**

**Statement concerning agenda item 12. Paragraph (b). concerning, Environment Committee draft minutes, agenda item E25.12 sub section (b) Water Provision.**

The decision to remove tap and access to mains water is unacceptable to the tenants of that allotment plot.

Any attempt to do so will be robustly defended in subsequent civil proceedings if the Council decides to commence with their stated intention.

IBC'S would not be a suitable and or appropriate substitute for access to mains water for a variety of substantial reasons.

If there had been consultation with the Siddick allotment tenants, these would have come to light.

The cost of the IBC's is financially unsound considering the water cost of the Siddick site.

That decision to remove the access to the mains water might not be in the gift of the Workington Town Council for the following however not fully exhaustive reasons

In the Allotment Acts (1908-1950) lay down the insistence that all allotment tenants are to be treated equally and fairly.

Hence the Workington Town Council must either revoke the decision to remove the decision to remove the tap and access to mains water or apply this decision to all allotment tenants of the Council.

*Cllr Heaslip arrived at the meeting at 6.06pm.*

Alongside the Council cannot legally remove what it does not supply, there is strong legal persuasion and argument that the water provision is not provided by the Council it merely acts as an agent to collect the water charges on behalf of the provider.

The Tenants of Siddick allotments pay their rent for the allotment however pay fully the water bill separately and fully which the Council then pays to the water provider.

The standpipe which connects to the tap was erected, paid for and maintained by allotment holders of Siddick, hence there is legal argument the Council does not have the legal right to remove it.

The Mayor thanked Cllr Miskelly for his statement which was noted by Council.

c) Council noted the minutes from the Finance and General Purposes Committee meeting held on Monday 16<sup>th</sup> June 2025.

## **25.13            AGAR**

a) **Resolved:** Council approved the Annual Governance statement 2024-2025.

b) **Resolved:** Council approved the Accounting statement 2024-2025.

c) **Resolved:** Council approved the AGAR submission 2024-2025

## **25.14            Annual Meeting and Mayor Making 2026**

a) **Resolved:** Council approved the proposed new date of Friday 22<sup>nd</sup> May 2026 for the Annual Meeting and Mayor Making ceremony.

Meeting ended at 6.18pm.



<b>FULL COUNCIL</b>	<b>Agenda Item No. 8a</b>
<b>Meeting date: Wednesday 30<sup>th</sup> July 2025</b>	
<b>From: Cllr Billy Miskelly</b>	
<b>Title: Motion</b>	

A recorded vote has been requested.

Motion from Cllr Billy Miskelly:

Due to climate change our allotment tenants are struggling it is our duty to help our allotment tenants.

To help the tenants we need to know if any changes proposed will do exactly that help them and not hinder them.

To facilitate this, I present this Notice of Motion.

Workington Town Council shall hold consultative meetings with the allotment tenants of the Workington Town Council allotment site concerned before implementing any changes to policy; services or contractual agreements to that particular site.

If after the aforementioned consultative meeting between the Workington Town Council and the allotment tenants of a particular allotment site the decision of the tenants decided by a vote will decide if the policy, services or contractual change would progress or fail.

The aforementioned meeting of the tenants and the Workington Town Council date, time and venue will be decided by the Workington Town Council.

The tenants may if they wish chose a representative to speak, negotiate and vote with their authority.



Council to note the report from The Mayor and Deputy Mayor:

### Mayoral Engagements: Cllr David Farrar

DATE	TIME	EVENT	VENUE
Saturday 28th June	11am	Armed Forces Day	Pow Street into Vulcan Park & then into Workington Legion
Thursday 3rd July	11:30am	Freedom Parade	Vulcan Park, St Micheals & The Waverley
Saturday 19th July	12:30pm	Broughton Children's Carnival	Broughton Village Hall, Little Broughton CA13 0XU

### Deputy Mayor Engagements: Cllr Sue Fryer

DATE	TIME	EVENT	VENUE
Saturday 28th June	11am	Armed Forces Day	Pow Street into Vulcan Park & then into Workington Legion
Thursday 3rd July	11:30am	Freedom Parade	Vulcan Park, St Micheals & The Waverley

Author  
Siobhan Bridge  
Senior Business Support

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## Workington Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 30 June 2025

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#### **Confirmed Bank & Investment Balances**

##### Bank Statement Balances

30/06/2025	Current Bank A/c	1,418,025.66
30/06/2025	West Cumbria Credit Union	10,599.74
30/06/2025	Petty Cash	0.00
30/06/2025	PayPal	178.94

**1,428,804.34**

##### Unpresented Payments

**40.00**

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**1,428,764.34**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

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**1,428,764.34**

##### All Cash & Bank Accounts

1	Current Bank A/c	1,417,985.66
3	West Cumbria Credit Union	10,599.74
4	Petty Cash	0.00
5	PayPal	178.94

Other Cash & Bank Balances

0.00

**Total Cash & Bank Balances**

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**1,428,764.34**

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## Receipts for Month 3

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,540,204.68					1,540,204.68	
Inv 32	Banked: 01/06/2025	80.00						
Inv 32	Andrew Barton	80.00			1220	110	80.00	Invoice 32
2024/153	Banked: 02/06/2025	1.68						
2024/153	S M O'Donnell	1.68			1310	120	1.68	Salterbeck Bed 4
2024/145	Banked: 02/06/2025	3.32						
2024/145	S M O'Donnell	3.32			1310	120	3.32	Salterbeck plot 16
2024/140	Banked: 02/06/2025	3.32						
2024/140	S M O'Donnell	3.32			1310	120	3.32	Salterbeck plot 11
2024/144	Banked: 04/06/2025	3.32						
2024/144	F H O'Kelly	3.32			1310	120	3.32	Salterbeck plot 15
2024/47	Banked: 05/06/2025	67.27						
2024/47	C Bell	67.27			1310	120	67.27	Annie Pit plot 43
2024/46	Banked: 05/06/2025	84.54						
2024/46	C Bell	84.54			1310	120	84.54	Annie Pit plot 42
WTCMayor	Banked: 05/06/2025	-758.00						
WTCMayor	Guide Dogs for the Blind	-758.00			1190	100	-758.00	WTC Mayoral Donation
2024/167	Banked: 06/06/2025	15.27						
2024/167	V Hewitt	15.27			1310	120	15.27	Siddick plot 6a
we 070625	Banked: 07/06/2025	160.00						
	Sales Recpts Page 233	160.00	160.00		100			Sales Recpts Page 233
2024/27	Banked: 09/06/2025	50.00						
2024/27	J Murray	50.00			1310	120	50.00	Annie Pit plot 23
260125	Banked: 11/06/2025	-350.00						
260125	West Coast Entertainments	-350.00			1190	100	-350.00	Entertainment at Civic Dinner
we 140625	Banked: 14/06/2025	350.00						
	Sales Recpts Page 234	350.00	350.00		100			Sales Recpts Page 234
OVWY8FSKR	Banked: 16/06/2025	79.42						
OVWY8FSKR	Stripe Payout	79.42			1255	110	79.42	Tennis Court Bookings
BJETFM4OH0	Banked: 16/06/2025	151.13						
BJETFM4OH0	Stripe Payout	151.13			1255	110	151.13	Tennis Court Bookings
25-26/047	Banked: 17/06/2025	10.00						
	Sales Recpts Page 235	10.00	10.00		100			Sales Recpts Page 235
2024/207	Banked: 18/06/2025	50.00						
2024/207	G J Heys	50.00			1310	120	50.00	Soapery plot 16
2024/167	Banked: 27/06/2025	50.00						
2024/167	V Hewitt	50.00			1310	120	50.00	Siddick plot 6A

Receipts for Month 3				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>
RQVPLPXEIP	Banked: 30/06/2025	106.86					
RQVPLPXEIP	Stripe Payout	106.86			1255	110	106.86 Tennis Court Bookings
Total Receipts for Month		158.13	520.00	0.00			-361.87
Cashbook Totals		1,540,362.81	520.00	0.00			1,539,842.81



## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/06/2025	SPORTEX Group Ltd.	1753/132-1	50,000.00	50,000.00		500			Refurb Tennis Court
02/06/2025	Autoserve Ltd	540198/112	37.91	37.91		500			Maint. for Estates Van May 25
03/06/2025	SPORTEX Group Ltd.	1072/21-2	14,613.92	14,613.92		500			P/Ledger Electronic Payment
03/06/2025	SPORTEX Group Ltd.	1753/132-2	2,677.66	2,677.66		500			Refurb Tennis Court
03/06/2025	HM Land Registry	698469/180	28.00	28.00		500			Search S/B allots/N/S C/C
04/06/2025	PayPal	9P312835LN	350.00			240		350.00	Transfer funds to debit card
05/06/2025	CIA Fire & Security Limited	286206/130	187.20	187.20		500			SmartAccess Netcode Subs
05/06/2025	CIA Fire & Security Limited	286205/131	3,000.00	3,000.00		500			Inst. SmartAccess Entry System
11/06/2025	Gray Facepainting and Arts	30/05/187	300.00	300.00		500			Reach Out Facepainting W/shop
11/06/2025	Gray Facepainting and Arts	07/06/194	360.00	360.00		500			Facepainting at PitP
11/06/2025	XL Team Limited	530006/186	331.20	331.20		500			Reach Out Risk Assessment
11/06/2025	Business Stream	940300/172	107.30	107.30		500			WTCCC Water Apr/May 25
11/06/2025	Firpress Ltd	21229/VAR	318.24	318.24		500			Copier Paper
11/06/2025	Meaningful Marketing Limited	0447/162	1,000.00	1,000.00		500			WTC & Event Marketing Jun 25
11/06/2025	Christina Norman	25-002/199	72.00	72.00		500			Town Hall Cleaning May 2025
11/06/2025	BNP Paribas Leasing Solutions	038531/145	479.09	479.09		500			Lease of Van BJ23TVY May/Jun
11/06/2025	PayPal	5E234524ME	350.00			240		350.00	Transfer funds to debit card
11/06/2025	North West Ambulance Service	CRE025/193	420.00	420.00		500			P/Ledger Electronic Payment
12/06/2025	Jacobs Douwe Egberts GB Ltd	4PI831/156	54.49	54.49		500			Tassimo Drink Pods
12/06/2025	Amazon EU S.a.r.l. UK Branch	ROAEUI/157	37.00	37.00		500			Tassimo Coffee Machine
12/06/2025	Amazon EU S.a.r.l. UK Branch	ZZAEUI	52.93	52.93		500			Tassimo Pods & Cereal Bars
12/06/2025	Big Foot Events Limited	27385/159	3,828.00	3,828.00		500			Entertainers for PitP
12/06/2025	MindfulGuru	W3/160	295.00	295.00		500			Meditation Workshop
12/06/2025	Deltawaite Limited	161263/VAR	139.86	139.86		500			Ladies Cargo Trousers
12/06/2025	Amazon EU S.a.r.l. UK Branch	142722/165	19.37	19.37		500			Microphone Cable
12/06/2025	Ways To Say Thank You (UK) Ltd	QD2UNI	473.00	473.00		500			Seed Packets for PitP
12/06/2025	Findaspire Ltd	DCIT71/167	21.96	21.96		500			Tassimo Pod Holders
12/06/2025	Amazon EU S.a.r.l. UK Branch	020211/168	79.98	79.98		500			5 Tier Bookscase
12/06/2025	Vortex Security Services LLP	745/169	72.00	72.00		500			Call Out for CCTV Repair
12/06/2025	MKM BS Workington	017626/VAR	674.40	674.40		500			Wheelbarrow for VPBC Planters
12/06/2025	Amazon EU S.a.r.l. UK Branch	981023/33	22.72	22.72		500			Wire Desk Tray
12/06/2025	R & J Industrial Supplies Ltd	95699/176	68.40	68.40		500			Keys/Washers/Nuts
12/06/2025	J R Bennett	5555/177	1,121.64	1,121.64		500			Plants for Vulcan Park
12/06/2025	Screwfix	564325/178	30.95	30.95		500			Spray Paint
12/06/2025	Watson Dairies Ltd	310525/181	44.00	44.00		500			Milk for Town Hall - May '25
12/06/2025	Thomas Kay Photography	X1212/182	275.00	275.00		500			Reach Out Photography
12/06/2025	B and Q	593628/188	131.10	131.10		500			Compost & Plants

Date: 21/07/2025

## Workington Town Council Current Year

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## Cashbook 1

User: PAULYOUNG

## Current Bank A/c

For Month No: 3

## Payments for Month 3

## 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>
12/06/2025	Peninsula	003112/220	227.72	227.72		500			Purchase Ledger DDR Payment
13/06/2025	First Data Europe Limited	MAY25/235	52.85	52.85		500			Purchase Ledger DDR Payment
13/06/2025	Bill Rowlandson	TRANSFER	40.75		6.79	4850	120	33.96	Expenses - Hose & Fittings
13/06/2025	Keith Watton	TRANSFER	11.05			4100	100	11.05	Expenses - Mileage
13/06/2025	Siobhan Bridge	TRANSFER	48.64		0.75	4250	100	31.50	Expenses - Civic Dinner
						4100	100	12.64	Expenses - Mileage
						4650	110	3.75	Expenses - Bottled Water
13/06/2025	Emma Chapman	TRANSFER	49.15			4100	100	25.25	Expenses - Mileage
						4650	110	23.90	Expenses - Beacon Lighting
13/06/2025	Judith Dickinson	TRANSFER	7.20			4100	100	7.20	Expenses - Mileage
13/06/2025	Bill Rowlandson	TRANSFER	14.22		2.37	4850	120	11.85	Expenses - Tap & Fixings
16/06/2025	UK Debt Management Office	052025/129	5,835.41	5,835.41		500			Repayment of PWLB Loan
16/06/2025	Total Energies Gas & Power	306110/VAR	650.36	650.36		500			Purchase Ledger DDR Payment
18/06/2025	Just For You Security	219/VAR	1,279.25	1,279.25		500			Security at Party in the Park
18/06/2025	Thomas Kay Photography	X1218/VAR	765.00	765.00		500			Photography at Oddsocks
18/06/2025	S J McGuckin Ltd	062502/223	2,040.00	2,040.00		500			Audio Equipment for Reach Out
18/06/2025	S J McGuckin Ltd	062501/224	4,560.00	4,560.00		500			Audio Equipment Party in Park
18/06/2025	POD (North West) Ltd	17671/225	642.00	642.00		500			Banners for PitP & FoR
18/06/2025	Npower Ltd	281791/226	115.40	115.40		500			VP Café & Lights May 25
18/06/2025	Screwfix	894407/VAR	176.43	176.43		500			Pack of 100 Disposable Gloves
18/06/2025	Miss Cindy Hoten	070625/228	500.00	500.00		500			Performance at Party in Park
18/06/2025	Healing Sounds	050/230	200.00	200.00		500			Activities at Reach Out
18/06/2025	MKM BS Workington	019301/VAR	230.08	230.08		500			Cement for Barepot Defib
18/06/2025	Rock With	0143/231	1,100.00	1,100.00		500			Live Music Party in the Park
18/06/2025	XL Team Limited	613002/238	276.00	276.00		500			First Aid at Oddsocks Day 1
18/06/2025	XL Team Limited	607002/233	496.80	496.80		500			First Aid at Party in the Park
18/06/2025	XL Team Limited	614002/239	276.00	276.00		500			First Aid at Oddsocks Day 2
18/06/2025	Gloria Wood - Crafty Kidz	25/001/234	500.00	500.00		500			Craft Sessions Party in Park
18/06/2025	B and Q	944830/241	18.99	18.99		500			Plants for Feenans Comm Garden
18/06/2025	Beardy Synergy	093/242	600.00	600.00		500			Street Art Workshops RO / PitP
18/06/2025	FuelGenie Business Account	763254/190	288.89	288.89		500			Fuel for Estates Van May 2025
18/06/2025	Manx Telecom Trading Ltd	014805/191	24.02	24.02		500			Matrix Board Sim Cards June 25
18/06/2025	Workington Falcons FC	GRANT/201	1,000.00	1,000.00		500			Grant for Equip/Kit for player
18/06/2025	Cumbria Waste Recycling Limite	WOR09/202	194.40	194.40		500			Reach Out Waste

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Payments for Month 3					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/06/2025	Business Stream	014690/203	100.30	100.30		500			V Park Water -Mar 25 to Jun 25
18/06/2025	Firpress Ltd	21317/VAR	513.60	513.60		500			P-in-P Posters
18/06/2025	WF Cascade	31093/213	106.30	106.30		500			WTCCC Cleaning May 2025
19/06/2025	PayPal	01M09052YE	350.00			240		350.00	Transfer funds to debit card
19/06/2025	Card Saver Limited	JUN2025	13.50	13.50		500			Purchase Ledger DDR Payment
20/06/2025	Arborscape	10362/185	6,724.80	6,724.80		500			Prep/Filling of baskets/trough
23/06/2025	Cumbria Local Government Pensi	202526/192	5,000.00	5,000.00		500			Lump Sum Pension Deficit 25/26
23/06/2025	Fine Art Restoration Company	5715/200	3,420.00	3,420.00		500			R/tion-Henry Curwen Portrait
23/06/2025	Workington Transport Heritage	250616/237	400.00	400.00		500			Coaches for Oddsocks Matinee
23/06/2025	XLN Telecom Ltd	619804/296	94.27	94.27		500			WTCCC Phone & Broadband Jun 25
24/06/2025	PayPal	1UK48927NP	350.00			240		350.00	Transfer funds to debit card
24/06/2025	HSBC UK	MAY25/219	31.95	31.95		500			Bank Charges May 2025
30/06/2025	Just For You Security	222/249	765.00	765.00		500			Securing at Oddsocks
30/06/2025	Just For You Security	231/262	212.50	212.50		500			Security for Freedom Parade
Total Payments for Month			122,377.15	120,806.14	9.91			1,561.10	
Balance Carried Fwd			1,417,985.66						
Cashbook Totals			1,540,362.81	120,806.14	9.91			1,419,546.76	

Date: 21/07/2025

## Workington Town Council Current Year

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## Cashbook 5

User: PAULYOUNG

## PayPal

For Month No: 3

## Receipts for Month 3

## 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 :		136.14					136.14	
03M15336E0	Banked: <b>04/06/2025</b>	1.98						
03M15336E0	PayPal Inc.	1.98			1999	100	1.98	Debit Card Cashback Bonus
	Banked: <b>04/06/2025</b>	350.00						
9P312835LN	Current Bank A/c	350.00			200		350.00	Transfer funds to debit card
0RB21091BN	Banked: <b>11/06/2025</b>	0.85						
0RB21091BN	PayPal Inc.	0.85			1999	100	0.85	Debit Card Cashback Bonus
	Banked: <b>11/06/2025</b>	350.00						
5E234524ME	Current Bank A/c	350.00			200		350.00	Transfer funds to debit card
8HF19149XU	Banked: <b>18/06/2025</b>	0.43						
8HF19149XU	PayPal Inc.	0.43			1999	100	0.43	Debit Card Cashback Bonus
	Banked: <b>19/06/2025</b>	350.00						
01M09052YE	Current Bank A/c	350.00			200		350.00	Transfer funds to debit card
	Banked: <b>24/06/2025</b>	350.00						
1UK48927NP	Current Bank A/c	350.00			200		350.00	Transfer funds to debit card
7L962775HA	Banked: <b>25/06/2025</b>	1.28						
7L962775HA	PayPal Inc.	1.28			1999	100	1.28	Debit Card Cashback Bonus
<b>Total Receipts for Month</b>		1,404.54	0.00	0.00			1,404.54	
<b>Cashbook Totals</b>		1,540.68	0.00	0.00			1,540.68	

Continued on Page 60

Payments for Month 3					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/06/2025	Magical Memories	1GJ576922Y	300.00			4652	110	300.00	Entertainment at PitP
05/06/2025	Amazon EU S.a.r.l. UK Branch	H931054S-1	11.99	11.99		500			P/Ledger Electronic Payment
05/06/2025	Amazon EU S.a.r.l. UK Branch	H931054S-2	12.95	12.95		500			P/Ledger Electronic Payment
05/06/2025	Start Spreading the News Ltd	H931054S-3	27.99	27.99		500			P/Ledger Electronic Payment
05/06/2025	Temu	0EE01162KB	42.60			4250	100	42.60	Flags for Freedom Parade
07/06/2025	Toolstation Workington	8NX988970L	2.98	2.98		500			Wire Rope Clamp
08/06/2025	West Coasta Coffee	16V06759S0	18.50			4652	110	18.50	Drinks at Party in the Park
08/06/2025	Hollybank Farm	3R208816W0	20.70			4652	110	20.70	Food at Party in the Park
08/06/2025	R Street Food	4WC9836457	24.00			4652	110	24.00	Food at Party in the Park
08/06/2025	West Coasta Coffee	5BT22036KD	5.50			4652	110	5.50	Drinks at Party in the Park
08/06/2025	West Coasta Coffee	88V53103PY	5.50			4652	110	5.50	Drinks at Party in the Park
14/06/2025	R Street Food	8EL93179HX	55.00			4650	110	55.00	Food at Oddsocks
14/06/2025	Backyard Pizaiollo	7Y408899HR	15.00			4650	110	15.00	Food at Oddsocks
14/06/2025	Morrisons	5U9555500J	13.70			4650	110	13.70	Supplies for Oddsocks
19/06/2025	Post Office Ltd.	1VE61747T6	27.50			4180	100	27.50	Full Council Agendas
20/06/2025	Morrisons	1W044385U9	4.00			4860	120	4.00	Bottled Water
20/06/2025	Amazon EU S.a.r.l. UK Branch	PayPal2006	100.61	100.61		500			P/Ledger Electronic Payment
21/06/2025	Billy Bowman Music	97L61214SW	123.99			4485	100	123.99	Microphone
25/06/2025	Barker Ross Limited	PayPal2506	374.23	374.23		500			P/Ledger Electronic Payment
27/06/2025	Post Office Ltd.	7W08906209	4.99			4180	100	4.99	Return Postage for Lloyds Ltd
27/06/2025	Post Office Ltd.	1A442516MC	5.05			4180	100	5.05	Recorded Delivery Letter
27/06/2025	Dabang Limited	PayPal2706	25.99	25.99		500			P/Ledger Electronic Payment
27/06/2025	Sticker Stocker Ltd	PayPal	5.66	5.66		500			P/Ledger Electronic Payment
27/06/2025	Amazon EU S.a.r.l. UK Branch	Asstd2706	133.31	133.31		500			P/Ledger Electronic Payment
Total Payments for Month			1,361.74	695.71	0.00			666.03	
Balance Carried Fwd			178.94						
Cashbook Totals			1,540.68	695.71	0.00			844.97	

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

Current Year 2025/26							
	Agreed Budget	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 22-Jul-25	Committed Expenditure	Estimated Balance at 31-Mar-26
<b>Finance &amp; General Purposes</b>	689,044	0	0	689,044	90,940	446,643	<b>151,461</b>
<b>Culture &amp; Social Investment</b>	222,700	0	0	222,700	73,846	126,605	<b>22,249</b>
<b>Environment</b>	367,200	0	0	367,200	137,401	68,079	<b>161,720</b>
	<b>1,278,944</b>	<b>0</b>	<b>0</b>	<b>1,278,944</b>	<b>302,187</b>	<b>641,327</b>	<b>335,430</b>

<b>Reserves</b>	<b>as at 22-Jul-25</b>	
Balance brought forward		504,325
Precept Received	1,070,744	
All other receipts	101,270	
Total receipts		1,172,014
Staff costs	67,633	
Loan interest/capital repayments	5,836	
All other payments	228,718	
Total payments		302,187
Period end balance		1,374,152
Minimum reserve (25% of budget)		267,686
		<b>1,106,466</b>

est. to 31-Mar-26			
Committed		Budget	
	504,325		504,325
1,070,744		1,070,744	
185,998		185,998	
	1,256,742		1,256,742
395,840		410,048	
11,671		11,900	
536,003		856,996	
	943,514		1,278,944
	817,553		482,123
	267,686		267,686
	<b>549,867</b>		<b>214,437</b>

# **Workington Town Council Budget Monitoring Report** **Income Received 2025/26**

		Current Year 2025/26					
		Agreed Budget	Budget Revisions	Total Budget	Actual YTD Income	Anticipated Income	Income Variance
<b>Finance &amp; General Purposes</b>							
1076	Precept	1,070,744	0	1,070,744	1,070,744	0	0
1150	Income Car Park	1,000	0	1,000	1,000	0	0
1160	Income - Dividend	7,500	0	7,500	(355)	7,092	(763)
1190	Mayoral Fundraising	0	0	0	0	0	0
1999	Income - Other	0	0	0	19	0	19
		<b>1,079,244</b>	<b>0</b>	<b>1,079,244</b>	<b>1,071,408</b>	<b>7,092</b>	<b>(744)</b>
<b>Culture &amp; Social Investment</b>							
1200	Income - Party in the Park	0	0	0	1,485	0	1,485
1220	Income - Theatre by the Hall	0	0	0	405	0	405
1230	Income - Christmas Festival	0	0	0	0	0	0
1265	Income - Reach Out	0	0	0	300	0	300
1280	Income - Festival of Running	0	0	0	0	0	0
1999	Income - Other	0	0	0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>2,190</b>	<b>0</b>	<b>2,190</b>
<b>Sustainable Development</b>							
1999	Income - Other	0	0	0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environment</b>							
1100	Income - Grants & Donations	151,500	0	151,500	96,488	65,000	9,988
1310	Income - Rents	12,500	0	12,500	428	12,636	564
1999	Income - Other	0	0	0	1,500	0	1,500
		<b>164,000</b>	<b>0</b>	<b>164,000</b>	<b>98,416</b>	<b>77,636</b>	<b>12,052</b>
		<b>1,243,244</b>	<b>0</b>	<b>1,243,244</b>	<b>1,172,014</b>	<b>84,728</b>	<b>13,498</b>

# Workington Town Council

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**Minutes of the Culture & Social Investment Committee Meeting of Workington Town Council which took place at 6.30pm on Tuesday 8<sup>th</sup> July 2025, held in Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.**

Cllr Ellie Wood (Chair)	Present	Cllr Susan Martin (Vice Chair)	Present
Cllr Allan Hodgson	Present	Cllr Neil Schofield	Absent
Cllr Paul Larkin	Absent	Cllr Stephen Stoddart	Present
Cllr John Mills	Present	Cllr David Tennyson	Present
Cllr Patricia Poole	Absent*	Cllr Joan Wright	Absent *

In attendance: Chief Officer/RFO.

**C25.15 Absences:** Absences notified prior to the meeting were noted from Cllrs Poole and Wright.

**C25.16 Declarations of Interest:** None

**C25.17 Exclusion of Press and Public:** None.

**C25.18 Public Representation:** None.

## **C25.19 Minutes of the Previous Meeting**

**Resolved:** Committee approved the minutes from the meeting on 20<sup>th</sup> May 2025 and affirmed them a true record.

**C25.20 Public Questions:** None.

**C25.21 Questions and Statements from Members:** None.

**C25.22 Motions on Notice:** None.

## **C25.23 Budget 2025-2026**

Committee noted the budget monitoring report for information.

## **C25.24 Funding Requests**

**Resolved:** Committee awarded £2,446 to Cumbria Yoga Foundation to host free yoga sessions in Workington from the funding budget line.

**Resolved:** Committee rejected the funding request from Workington Heritage Group for £1,296.



**Resolved:** Committee deferred the funding request from Northside Community Centre to the next meeting once the new lease for the building has been agreed.

Cllr Tennyson advised he would speak to Cumberland Council with regards to this.

Committee noted a request from the organisers of Armed Forces Day had been rejected due to the short notice and that the Council already supports this event.

**Resolved:** Officers to speak to the organisers of AFD and ask if any additional funding could help for the 2026 event.

#### **C25.25 Sports Centre Activities**

Committee noted the report for information.

#### **C25.26 Sports Club Update**

Committee noted the report for information.

#### **C25.27 Anchor Organisation Support**

**Resolved:** Committee approved funding of up to £2,000 for Anchor organisations that have been approached by Officers (Always Another Way, Blue Sky Trust, Freedom Project, Anti Racist Cumbria, Cumbria Pride and Every Life Matters). Funding from the Pride budget line for Cumbria Pride and from the funding budget line for all others.

#### **C25.28 Events Programme 2025 Update**

**Resolved:** Committee approved up to £1,507.20 for a new gazebo and tablecloth to be used at events from the Cultural Celebrations budget line.

#### **C25.29 Events Programme 2026**

Committee noted the report for information and discussed plans for a celebration of 100 years of the bus station in March 2026. The bus station was the first covered bus station in the UK. It was suggested the Council may like to donate a clock.

Officers are meeting with Stagecoach, Cumberland Council and Workington Transport Heritage Trust to discuss plans and will update committee when able.

Meeting ended at 7.26pm.

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**Minutes of the Environment Committee Meeting of Workington Town Council, held on Thursday 10th July 2025 at 6.30pm in the Workington Town Council Offices, Town Hall, Oxford Street, Workington, CA14 2RS.**

Cllr Michael Heaslip (Chair)	Present	Cllr Bernadette Jones (Vice Chair)	Present
Cllr Mary Bainbridge	Absent*	Cllr John Mills	Present
Cllr Beth Dixon	Present	Cllr Billy Miskelly	Absent*
Cllr Sue Martin	Absent*	Cllr Patricia Poole	Absent*
Cllr Sean Melton	Absent	Cllr Mike Rollo	Absent*

Substitutes in attendance: Cllr Allan Hodgson for Cllr Sue Martin.

Also in attendance: WTC Finance Officer/DPO, Cllr Stephen Stoddart.

**E25.17 Absences:** Absences notified prior to the meeting were noted from Cllr Mary Bainbridge, Cllr Sue Martin, Cllr Billy Miskelly, Cllr Patricia Poole and Cllr Mike Rollo.

**E25.18 Declarations of Interest:** None.

**E25.19 Exclusion of Press and Public:** None.

**E25.20 Public Participation:** None.

**E25.21 Minutes of the previous meeting**

**Resolved:** Committee approved the minutes from 22<sup>nd</sup> May 2025 and affirmed them a true record.

**E25.22 Public Questions:** None.

**E25.23 Questions and Statements from Members**

**Resolved:** To support the planting of a memorial tree for Lucy Sands, with officers to investigate the location, type of tree and authority required, liaising with any other organisations as needed.

**Resolved:** Estates Team to investigate if there are any possible locations in Vulcan Park to site a junior football pitch rather than in place of the current football posts.

Cllr Stoddart left the meeting at 6:47pm

**E25.24 Motions on Notice**

**Resolved:** Officers to contact the Lawn Tennis Association for feasibility and cost of adding floodlights & a covering to the Vulcan Park tennis courts.

**E25.25 Budget 2025-2026**

Committee noted the budget monitoring report for information.

### **E25.26 Environmental Activities**

Committee noted the report for information.

### **E25.27 Streetscene**

#### **a) Workington Defibrillators**

Committee noted the report for information.

#### **b) Miners' Memorial**

**Resolved:** Officers to investigate options for the location of a Miners' Memorial in the town.

#### **c) Draft Defibrillator policy**

**Resolved:** To make amendments to the "Responsibility" and "Funding" sections of the policy as discussed and submit the amended policy to Full Council for adoption.

#### **d) Police Update**

Committee noted the report for information.

**Resolved:** Councillors to submit questions for the Inspector to the Chief Officer ahead of the Full Council meeting.

### **E25.28 Vulcan Park**

**Resolved:** To carry out the full inventory survey of the trees in Vulcan Park, at a cost of £1,650 from the Vulcan Park budget line.

### **E25.29 Play Areas**

**Resolved:** To submit the report to Full Council for approval to carry out the play area replacement work.

### **E25.30 Allotments Policy**

**Resolved:** To submit the amended policy to Full Council for adoption.

### **E25.31 Estate Development**

#### **a) Green Hub**

**Resolved:** To defer a decision on the Green Hub works until the next meeting so officers can investigate additional funding options.

#### **b) Location of new accessible picnic benches**

Committee noted the report for information.

#### **c) Tennis Courts**

Committee noted the report for information.

**Resolved:** Officers to confirm the conditions of the coaching sessions with the Lawn Tennis Association.

#### **d) Land Acquisitions**

Committee noted the report for information.

**Resolved:** Officers to investigate the process of obtaining "field in trust" status for the Ranch playing fields.

### **E25.32 Workington Nature Partnership**

Committee noted the report for information.

The Chair advised that the Council is still waiting for a meeting with Cumberland Council planning officers to discuss the issues of silt getting into the rivers/becks following new housing developments in or around the town.

The meeting ended at 8:23pm.

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**Minutes of the meeting of the Finance and General Purposes Committee held on Monday 21<sup>st</sup> 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 16<sup>th</sup> 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.

Meeting ended at 6.59pm.





<b>FULL COUNCIL</b>	<b>Agenda Item No. 13a</b>
<b>Meeting date:</b> Wednesday 30 <sup>th</sup> July 2025	
<b>From:</b> Environment Committee	
<b>Title: Play Area Maintenance</b>	

#### 1. RECOMMENDATION

- In September 2024, the Environment committee discussed play area maintenance and equipment and flooring that has less than 3 years life span left.
- Committee request cost approval from Full Council for work to be carried out as details below.
- £35,000 was included in the Play Area budget line during budget planning, to cover these costs and any additional maintenance required throughout the year.

#### 2. DETAIL

After a review of the Life Expectancy report for Workington Town Council Play Areas provided by our contracted inspectors it was decided that replacement costs for any items with a life expectancy of 3 years or under should be sourced.

The below table has updated costs on for approval.

#### 3. BUDGET IMPLICATIONS

Total cost to replace all items identified would be £29,589 from Environment committee's Play Area budget line.



**TABLE A**  
**PLAY AREA EQUIPMENT IDENTIFIED FOR REPLACEMENT**

Site ID	Site Name	Item Type	Item Name	Manufacturer	Surface	Life Expectancy	Estimated Cost
<b>PLAY AREA EQUIPMENT ONLY</b>							
33898	Vulcan Park	Activity Equipment	Play panel maze	Wicksteed Playgrounds	n/a	1-3 years	£360 plus delivery (est. £80)
33898	Vulcan Park	Activity Equipment	Play Panel	Wicksteed Playgrounds	n/a	1-3 years	£530 plus delivery (est. £80)
33898	Vulcan Park	Activity Equipment	Timber Log Walk	Playdale	Grass	1-3 years	£260 plus delivery (est. £75)
33898	Vulcan Park	Activity Equipment	Sand & Gravel (Log Walk)	MKM	n/a	n/a	£70 est.
<b>PLAY AREA SURFACING ONLY</b>							
33901	Harrington Marina	Swings	1 Bay 2 Seat (Flat)	Playdale Playgrounds Ltd	Wet Pour	1-2 years	£2,265 for new, £1,750 to remove old
33932	Newlands Lane	Swings	2 Bay Swing	Play & Leisure Ltd	Grass Matrix Tiles	1 year	Use existing stock
33931	Siddick	Activity Equipment	Multi Play (Junior)	S M P (Playgrounds Ltd)	Wet Pour	1-2 years	Use existing stock
33931	Siddick	Swings	1 Bay 2 Seat (Flat)	Play & Leisure Ltd	Grass Matrix Tiles	1-3 years	Use existing stock
33921	The Oval Centre	Swings	2 Bay 2 Cradle 1 Basket	Play & Leisure Ltd	Grass Matrix Tiles	1-2 years	Use existing stock
	Cusack Crescent	Swings	Flat Swings	Playdale Playgrounds Ltd	Wet Pour	1 year	Total area of 200m <sup>2</sup> Removal and disposal of current flooring and full installation of new flooring £24,119
	Cusack Crescent	Swings	Basket Swing - Type 1	Playdale Playgrounds Ltd	Wet Pour	1 year	
	Cusack Crescent	Spinner	Spinner	Playdale Playgrounds Ltd	Wet pour	1 year	
	Cusack Crescent	Multi Play junior		Playdale Playgrounds Ltd	Wet Pour	1 year	
						<b>TOTAL</b>	<b>£29,589</b>



<b>FULL COUNCIL</b>	<b>Agenda Item No.  13b</b>
<b>Meeting date:</b> Wednesday 30 <sup>th</sup> July 2025	
<b>From:</b> F & GP Committee	
<b>Title: Secure Storage Options</b>	

#### 1. RECOMMENDATION

Finance and General Purposes committee request cost approval for secure council storage.

#### 2. DETAIL

Following the recent valuation of the council's civic regalia it has been suggested that additional secure storage be acquired for various purposes.

Additionally there are a number of historic documents that the council does not have copies of so additional secure storage should be obtained for those. The storage solutions would be installed on the ground floor of the Town Hall (Cumberland Council have been asked for permission).

After investigation Officers recommend the following:

- a. Secure insured storage for the council's civic regalia while on site.  
Dudley Europa Eurograde 5 Fire Safe Size 5KK  
Costs approx.. £8,900  
Insured value: £1,000,000  
[Link](#)
- b. Secure fire-resistant storage for the council's historic documents.  
De Raat Protector ES-700 2 hour Fireproof Safe  
Costs approx.. £2,000  
Insured value £20,000  
[Link](#)

- c. Secure transport options for civic regalia off site.  
urecimy Aluminium Lockbox Business Briefcase  
Costs approx.. £200 each (x 3)

[Link](#)

- d. Transportation and storage pouch

A velvet pouch is suggested to allow easier transportation and storage while attending events:

£69.37 each (x 3)

### **3. BUDGET IMPLICATIONS**

Approx. £11,710 from the asset management budget line.

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## **WORKINGTON TOWN COUNCIL**

### **DEFIBRILLATOR POLICY**

#### **Introduction**

An Automated External Defibrillator (AED) is an essential part of the chain of survival during the response to sudden cardiac arrest, restoring a normal heart rhythm. Having public access to AEDs within the community, in case of an emergency, can be lifesaving. Ease of access to AEDs within the town will give members of the community a safe, effective and prompt tool in the vital delivery of potential lifesaving treatment.

The aims of the defibrillator policy are to provide guidance with decision making when considering installation of AEDs, either by the Council or via applications made for funding to the Council from external organisations.

#### **Location Considerations**

The location of an AED is essential. When installing an AED in the community, it is important to consider the following:

- The AED needs to be clearly visible and easily recognisable, including having enough light so people can see the device's cabinet in the dark.
- There is a clear need for the AED in the area, such as being in a busy location or where there are no other AEDs within 500m.
- Authorisation from the property owner has been given to site the AED in the location.
- There is an accessible power supply for the AED / AED cabinet, unless there is the option of a solar/wind powered AED.
- The device can be accessed 24 hours a day, 7 days a week by all members of the community.

## Responsibility

It is important that an AED is installed safely and maintained to enable the best chance of it functioning optimally when required. An organisation or community group installing an AED has the overall responsibility for the AED, becoming the AED's "guardian". This includes:

- Before installing the AED, checking the location desired. Check if consent from the premises owner or landlord is needed.
- Registering the AED with the NHS via the national defibrillator network, [The Circuit](#).
- Checking the AED regularly to establish that it is in good working order and that the defibrillator pads are in date. AED sites should have at least one guardian but preferably two. The guardian(s) where possible should check the site and log their checks on [The Circuit](#).
- Ensuring maintenance costs of the AED are covered, including new pads when they go out of date or they have been used. Maintenance should be in accordance with the recommended guidelines and any manufacturer's instructions.
- Ensuring insurance for AED is obtained to protect against vandalism.
- Noting that the Council will only be the guardian of AEDs that are installed by or adopted by the Council. Any AED installed or adopted by the Council on property not owned by the Council must have a completed Defibrillator agreement on file, signed by the landowner/manager and the Chief Officer. AEDs installed by other organisations, even if supported by funding from the Council, are solely the responsibility of that organisation.

## Funding

Applications for funding towards the installation of an AED will be submitted to the Council's Environment Committee for review.

Councillors should consider the following when making any decisions on authorising funding for AEDs.

- Is the proposed site for installation more than 500m from an existing AED?  
When considering proximity, site finder websites should not be the only source of information used, as local knowledge could possibly identify other accessible AEDs that are not registered.
- Is the proposed site accessible to the public at all times?
- Is it a site that would have high footfall or is in a heavily populated area and so would increase likelihood of need?
- Is the applicant willing to take full responsibility for regular checks (weekly and annually), ongoing maintenance, cover electrical costs, registration and update to the site finder websites and financial responsibility should the AED and associated casing be vandalised?

If the answer to any of the above is “no”, a request for funding may be denied.

If the answer is “yes” to all, funding or part funding is available within the Committee’s budgets and the Committee agrees by resolution, then funding may be awarded in line with the application received.

Once awarded, the recipient organisation must complete a defibrillator funding agreement (Appendix A below) in addition to the standard conditions of funding agreement.

## APPENDIX A

### Defibrillator Funding Award Agreement

<b>Name of responsible group or organisation</b>
<b>Please provide a contact telephone number or email address</b>
<b>Location of the defibrillator</b>
<b>Do you have the permission of the property owner to install the defibrillator (if applicable)?</b>
<b>Who will be the named guardian(s) of the AED?</b>
<b>Please provide a contact telephone number or email address</b>
<b>Please sign below to confirm that you will:</b>
<ul style="list-style-type: none"><li>• Register the AED with the NHS via the national defibrillator network, The Circuit.</li></ul>
<ul style="list-style-type: none"><li>• Ensure that it is checked regularly, to establish that it is in good working order, the required power supply is live and that the defibrillator pads are in date. AED sites should have at least one guardian but preferably two, who are responsible for checking the site, and logging their checks on The Circuit.</li></ul>
<ul style="list-style-type: none"><li>• Cover maintenance costs of the AED, including supplying new pads when they go out of date or they have been used. Maintenance should be in accordance with the recommended guidelines and any manufacturer's instructions.</li></ul>
<b>SIGNATURE AND DATE</b>

# **Workington Town Council**

Town Hall, Oxford Street, Workington. CA14 2RS

Telephone: 01900 702986

Email: [office@workingtontowncouncil.gov.uk](mailto:office@workingtontowncouncil.gov.uk)

Website: [www.workingtontowncouncil.gov.uk](http://www.workingtontowncouncil.gov.uk)



## **WORKINGTON TOWN COUNCIL**

### **LOCAL OFFICERS OF DIGNITY & COMMUNITY AWARDS POLICY**

#### **Honorary Freemen and Honorary Freewomen**

Sections 246(4)(8) of the Local Government Act 1972 allows the Council to confer the title of honorary freemen or honorary freewomen to, in accordance with the Charter of the Borough.

#### **Nomination criteria**

1. Nominations must show by example that the nominee is a “person of distinction and/or a person who has rendered eminent services to the town”.
2. Honours of this kind will normally be restricted to residents who have made a significant contribution to the town over a period of more than 15 years.
3. The recipient should be of good character and be widely known for their contribution to the town throughout the town and local area.
4. In keeping with the special nature of the award, conferment should be strictly limited to those who have made a significant contribution to the town.
5. No more than one nomination each year will be considered unless there are exceptional circumstances.
6. Serving Councillors cannot be considered.
7. Self-nomination or lobbying may result in the nomination being rejected.

#### **Award Process**

Any resident of the town may submit a nomination in writing to the Chief Officer.



The Chief Officer will consult with the Mayor on receipt of a nomination prior to its inclusion as a confidential item on the next available agenda of the Full Council for consideration.

If members agree that the nomination should proceed then the Chief Officer will arrange for an extraordinary meeting of the Full Council to be held to vote on the sole matter of the award of the honorary freedom.

At the extraordinary meeting, the Council can confer the title of Freeman or Freewoman by resolution, which must be passed by not less than two-thirds of the members who vote on it at the meeting.

## **Mayor's Shield Awards**

Workington Town Council recognises the dedication and commitment of local people who have demonstrated outstanding service to the community and made a significant difference to the town. The Mayor's Shield Awards scheme recognises these outstanding contributions.

### **Selection criteria**

1. There are four award categories:
  - a. Volunteer of the Year
  - b. Sports Club of the Year
  - c. Outstanding Contribution
  - d. Business Hero of the Year
2. Each award can be made to an individual or organisation.
3. Recipients are selected by the current Mayor, in consultation with the Chief Officer.
4. The award is to recognise significant service to the community where that contribution has made a difference especially, but not exclusively, in a voluntary capacity.
5. Nominees should live in the town, but discretion can be granted to people or organisations from outside the area if there has been clear and substantial benefit to the town.

### **Award Process**

In March of each year, the serving mayor will meet with the Chief Officer to discuss their selections for the Shield Awards.

Once a person or organisation who meets the criteria has been decided upon for each category, council officers will:

- Contact each of them to inform them of the mayor's decision
- Retrieve the shields from the current holders

- Arrange for the shields to be updated ready for the award ceremony

The shields will be presented to the recipients as part of the council's annual mayor making event in May.

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## **WORKINGTON TOWN COUNCIL**

### **ALLOTMENTS POLICY**

#### **Purpose of the policy**

This allotment policy has been developed for the provision of allotment plots provided by Workington Town Council.

The overall objective of this policy is to increase the ability and opportunity for people to cultivate allotment plots in Workington. The policy seeks, through its targets and initiatives, to optimise the use of allotments for existing and potential plot holders, identify needs and meet demand. All initiatives contained in this document are considered in the context of other Town Council strategies, policies and objectives.

This document provides a framework allowing tenants to develop and manage their allotments in partnership with Workington Town Council.

#### **Introduction**

The provision of allotments by local authorities is a statutory duty. An allotment is defined as land "not exceeding 40 poles in extent which is wholly or mainly cultivated by the occupier in the production of vegetable or fruit crops for consumption by himself or his family" (section 22(1), Allotments Act 1922).

Workington Town Council will continue to provide and promote allotments not only because of this statutory requirement but because allotment gardening can make a valuable contribution to the town's sustainability by providing physical & mental health, social, economic and environmental benefits.

These can be summarised as

- Healthy recreational activity
- Social contact and as a contribution to community spirit
- Low cost fresh food production for the family
- Promotion of healthy affordable diets
- Better partnership working

Allotments are a valuable green sustainable open space within the urban environment, as well as being highly beneficial to any wildlife in the area.

## **Target areas of the policy**

- Ensuring sufficient allotments
- Promoting allotment gardening
- Maintaining adequate resources

### **Ensuring Sufficient Allotments**

It is the policy of the Town Council to continue to meet its obligation to provide allotments in Workington, for residents within the parish of Workington.

It is an aspiration of the Council to be able to provide allotment sites across the town so that no-one need be more than a 15 minute walk to a site from their home.

### **Promoting Allotment Gardening**

It is the Council's policy to promote allotment gardening by ensuring all vacant plots are filled as soon as possible.

The Council holds regular meetings with allotment tenants and interested parties to listen to their concerns and suggestions, acting upon them where possible to make improvements to the allotment sites.

### **Maintaining Adequate Resources**

At present the rental income from the sites does not cover maintenance costs, with any development costs having to be met by the Council. The salary of the Estate Team Leader and Finance & Administration Officer's time spent on allotment administration is met by the Council's staffing budget and not from rental income. The Council needs to balance the benefits of the allotments provision against the cost to the residents of Workington via the council tax precept.

The level of rents and plot deposits are considered annually by the Council's Environment Committee and any changes are introduced in time for agreement renewals on 1<sup>st</sup> November each year. It is the policy of the Council to charge a rental for plots based on the area of each plot in square metres.

Tenants may also be charged for water usage if there is running water available on the allotment site. The Council recovers the cost of water charges only and does not make any profit from these charges.

It is the Council's policy to offer a discount of 50% off the base plot rent (not including water) to tenants of state pension age.

~~The Council policy is to make each vacated plot sufficiently attractive for letting, which could at one extreme include the use of contractors to clear a plot, at the other, it could include offer of a rent free period to compensate the new tenants for having to clear the plot.~~

## **Current Provision**

### **The Sites**

Workington Town Council currently operates 7 statutory allotment sites and 4 temporary allotment site (listed below), comprised of 279 plots of varying sizes.

#### **Statutory Sites**

- Annie Pit
- Cranbourne Street
- Park Lane
- Rose Hill
- Siddick
- Soapery
- Wesley Street

#### **Temporary Sites**

- Mountain View
- Salterbeck (including raised beds)
- Stoneleigh
- Wastwater Avenue (including raised beds)

The Council also owns two self-managed allotment sites at Newlands Lane and Feenans.

The Council is open to other of its sites becoming self-managed. In order to begin the process of self-management the following criteria must be met by the applying organisation:

- be an established society or association made up of existing tenants of the allotment site.
- have a constitution which defines its aims, objectives and operational procedures.
- be able to provide a copy of its latest annual accounts and/or most recent bank statement.
- have a bank account operated by a minimum of at least two joint signatories.

Upon receipt of a written proposal and supporting documentation Council officers will review the proposal and contact the applicant to discuss it. Once an application has been deemed valid it will be submitted to the Council's Environment Committee for consideration.

### **Site Access**

The Council is responsible for maintaining clear access to the allotment sites, allowing tenants access to their plots.

### **Management**

The allotment sites are the responsibility of the Environment Committee, managed on behalf of the Council by the Estates Team Leader and the Finance & Administration Officer overseen by the Proper Officer. They deal with the day to day administration of the allotments, including:

- Collecting and administering rents / deposits
- Administering tenancies
- Letting plots and new tenancy agreements
- Enquiries from prospective tenants including site visits

- Inspecting individual plots on a regular basis
- Resolving disputes and dealing with complaints
- Arranging day to day maintenance of the site
- Managing alterations and improvement works

## **Eligibility**

Plots on the Council's allotment sites are only available to people who have a permanent residential address within the boundary of the civil parish of Workington.

Only one tenancy will be allocated per household (that is, a person or persons occupying the same housing unit with its own front door).

## **Application**

Anyone eligible may make an application to be added to the waiting list for a plot on an allotment site by completing the online form on the Council's website or by submitting a completed paper form to the Council offices.

Waiting lists are sorted and vacancies filled on a strict "first come, first served" basis, with two exceptions.

- Service and ex-service personal, who are given priority on the lists over all other applicants for any site upon submission of a valid application.
- Residents whose home does not incorporate a garden or shared garden area large enough to allow children to play and to grow flowers / vegetables, who are given priority on the lists over applicants with access to a residential garden area over 250 metres squared for any site upon submission of a valid application.

Once an applicant is contacted regarding a vacancy, the Estates Team Leader will arrange a site visit. If the plot is suitable for the applicant and they wish to take up the tenancy, a provisional agreement is signed and submitted to the council.

## **Tenancy**

The allotment plot is intended to be for the use of the tenant named in the tenancy agreement. Allowances are made for friends or family members assisting the tenant but this should not be used as a way to circumvent any of the terms of the agreement (e.g. not residing in the civil parish of Workington, claiming the pensioner discount).

The tenancy agreement allows for a named person to be added as a secondary tenant for any allotment plot. If a person has been named as a secondary tenant for three or more consecutive years and is from the same household as the main tenant they may automatically take over the tenancy should the tenancy end for any reason, but this may only happen once per tenancy.

The tenancy agreement is reviewed and revised by the Council's Environment Committee as needed and agreed by the Council. This explains the rules which plot holders are expected to follow and what can and cannot be done on the sites (an extract of the agreement showing key points can be found in Appendix A of this policy), along with details of site management and contact details.

An allotment handbook is available for new plot holders, providing information on some of the key terms and conditions of the tenancy agreement, useful practical horticultural information and important safety advice.

## **APPENDIX A**

### **CONDITIONS OF TENANCY**

During the tenancy, the tenant shall:

- a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
- b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
- c) not keep livestock or poultry in the Allotment Garden other than reasonable numbers of hens or rabbits which shall not be kept for a business or a trade;
- d) not bring to or keep animals in the Allotment Garden except those referred to in (c) above without first obtaining the Council's written consent;
- e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
- f) except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
- g) not fence the Allotment Garden without first obtaining the Council's written consent;
- h) maintain and keep in repair the fences and gates forming part of the Allotment Garden;
- i) trim and keep in decent order all hedges forming part of the Allotment Garden;
- j) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
- k) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
- l) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
- m) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;
- n) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.
- o) ensure all dogs brought to the allotment site are kept on a lead and under control at all times. Any fouling must be removed immediately. Dogs must not be left unattended at any time.
- p) supervise any visiting children under the age of 16 and not allow them to wander onto any adjoining allotment or cause nuisance or damage.