

Workington Town Council

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16 July 2019

To Members of Finance and General Purposes Committee

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

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

You are summoned to a meeting of Workington Town Council Finance and General Purposes Committee on Tuesday 23 July 2019 at 6.30pm in the Mayor's Reception Rooms, Town Hall, Workington.

Yours faithfully

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

Chris Bagshaw
Town Clerk

AGENDA

1. Apologies

To receive and accept any apologies.

2. Declarations of Interest

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

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

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

4. Minutes of the Previous Meeting

To receive the minutes of the meeting held on 21 May 2019 and affirm them as a true record.

5. Root and Branch Staffing Review

To consider any issues arising from the report from Consultants on a Root and Branch Staffing Review for the Council in 2018.

Background

The Council commissioned a Root and Branch Staffing Review in 2018, following the departure of the Assistant Town Clerk. The new Committee, which itself is a product of that review, has an opportunity to consider the wider implications of the Report, and to address any of the matters not previously addressed by the council. The report was circulated to members of the Committee two weeks ago. It remains Confidential, because it relates to the employment contracts of staff. Councillors on the Committee will also have received copies of any reports relating to the Staffing Review.

6. Schedule of Payments

To receive and note the Schedule of Payments 1 May to 30 June 2019.

7. Bank Reconciliation Statement

To receive and note the Bank Reconciliation Statement as at 30 June 2019.

8. Budget Monitoring Statement

To receive and note a report on the Budget Monitoring Statement for 2019–2020 to 30 June 2019.

9. Finance Management Software

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

Background

The Council agreed to purchase Finance Management software from Realtas Business Systems, following a recommendation from the Root and Branch review in 2018. The software was installed in March 2019, and the transfer of financial information is scheduled for June 2019. Initially there will be a period of training, after which the Council will amend several of its operating practices, including the format of reports to the Finance committee.

10. Employment Issues

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

11. Policy and Procedures

To consider the draft procedures for the use mobile phones, social media, filming and recording at meetings.

Background

The Council altered its Standing Orders in 2014 to reflect the statutory changes in regulations governing the recording and filming of meetings. Prior to this change, the council's permission had been required to film, record or subsequently distribute images or

recordings from a Council meeting. The 2014 Transparency regulations gave anyone the right to record, film and transmit Council meetings, subject to other restrictions relating to process and order. The Draft procedures attached aim to regularise that position beyond the amended Standing Orders.

Recommendation

To adopt the procedures, having considered whether any amendment is necessary, which would not materially alter the outcome.

11. Issues for Future Consideration

To consider issues for future consideration by the Committee.