**Workington Town Council**

*Trustee of the borough of Workington*

Workington Town Council Community Centre, Princess Street,

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24th May 2023

To Members of Finance and General Purposes Committee:

|  |  |
| --- | --- |
| Cllr Mike Rollo (Chair) | Cllr Michael Heaslip |
| Cllr David Tennyson (Vice Chair) | Cllr Bernadette Jones |
| Cllr Mary Bainbridge | Cllr Jackie Kirkbride |
| Cllr Barbara Cannon | Cllr Tricia Poole |
| Cllr Hilary Harrington | Cllr Ellie Wood |

**(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 30th May 2023 at 7pm.

The meeting will take place at the Workington Town Council Community Centre, Princess Street, Workington, CA14 2QG.

Yours faithfully,



Emma Chapman

Deputy Proper Officer

**AGENDA**

**1. Apologies**

To receive and note 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 of the Finance and General Purposes Committee held on 14th March 2023 and affirm them a true record.

**5. Matters arising from previous minutes**

Committee to note for their information:

The committee sought clarity for the following…

* £15,000.00 for the Christmas Festival is shown as £20,500.00 – *Officers expressed concerns of not being able to organise the Christmas Festival for £15k. It was therefore agreed at the 15th March 2022 Culture meeting that this budget line would increase to £20,200 (not 20,500). The additional money (£5,200) was moved from the Heritage budget line as there were no Heritage projects planned for 2021-2022.*
* Budget line 4650, Festival Expenses, can we check this is correct? *The original Festivals budget allowed for a Town Show (£4K) and a Halloween event (£4K), after investigation these events were not viable to put on, so the £8k was moved from the Festivals budget line into the Queen’s Platinum Jubilee budget line to make this £24,000 and reducing the Festivals budget line to £32,000.*

The changes were agreed at the Culture meeting on 15th March 2022 but were not minuted correctly.

* Budget Line 4410 Memorial Garden – this should not be a budget line, it should be under the Environment in the Parks Development budget line – this requires investigation*. It was agreed to add a Memorial Garden budget line with a budget of £30K, (increased to £35K later) this has not been minuted correctly, but was agreed. It was agreed at an F & GP meeting which is why it shows under the F & GP budget (the project has in fact been on all committee agendas at one point). This project is now complete.*
* Budget Line 4450 – there should be a budget line for Workington Heritage Group for £5,000.00 under Culture – requires investigation. *This budget line is now called Museum Charity with a budget of £5k allocated to it which was approved at the budget review meeting at F & GP on 24 November 2022.*

**6. Presentation of Year End Accounts 2022-2023**

a) The schedule of payments 1st-31st March 2023

b) The bank reconciliation statement as at 31st March 2023

c) The S137 payments as at 31st March 2023

d) The asset register as at 31st March 2023

e) The budget statement as at 31st March 2023

f) The draft Annual Governance and Accountability Return (AGAR) Section 2 accounting statement 22-23.

**7.    Schedule of Payments**

To receive and note the Schedule of Payments for February 2023 and April 2023.

**8.    Bank Reconciliation Statement**

To receive and note the Schedule of Payments for February 2023 and April 2023.

**9.    Budget Monitoring Statement**

To receive and note the Schedule of Payments for February 2023 and April 2023.

**10.** **Land at Moss Bay purchase**

To note that a new budget line, The Ranch, was created in the 2022-2023 budget to document the purchase of this land.

**11. Repayments for Public Works Loan Board**

Committee to note that there is currently one budget line for the PWLB repayments, which has £12k allocated to it. Council must have a separate budget line for the interest v capital. Officers suggest £5k is allocated to a new capital PWLB budget line and £7k allocated to a new PWLB interest budget line.

**12. Income**

Committee to note the following income has been received since the last meeting:

1. £8,350 from National Lottery Community Fund, will show in the Culture and Community Grants budget line and is to be spent on the Reach Out event.
2. £3,000 from Cumbria Community Foundation, will show in the Environment Income line on the budget sheet and is to be spent out of the Parks Development budget line for Sky Gardens and Dementia Action Alliance planters.
3. £94,716.18 from GDF Community Fund for the Vulcans Park play area, this was received in April, but accounted for in last year’s figures.

**13. Internal Auditor**

To note that the internal auditor visited the Council on 23rd May 2023. Once the report is received, this will be shared with the Council.

**14. Information Commissioners Officer report**

To review the reports from the ICO and agree actions.

**15. External Auditor Report**

To review the reports from 2020-2021 and 2021-2022 from the External Auditor and agree actions.

**16. Standing Orders and Financial Regulations**

To consider the Council’s Standing Orders and Financial Regulations.

Committee to note that the Council’s financial regulations need updated to include the Council’s debit card.

**17. Code of Conduct**

Committee to note correspondence from the Monitoring Officer with regards to a complaint under the Council’s Code of Conduct.

**18. Referrals from Annual Meeting**

Committee are to note that the following items were referred to the F & GP Committee by the Council at the Annual Meeting on 17th May 2023.

Committee is to note that given the time sensitive issues already on this agenda that need addressed; the following items will be deferred to the next F & GP meeting on 20th June.

* Insurance
* Complaints policy
* Freedom of Information and Data Protection policies
* Press & Media policy

**19. Estate Worker**

To note that Michael McIntosh has been hired as Estate Worker and will start work with the Council’s estates team from 5th June 2023.

**PART TWO**

**20. Employment Issues**

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

**21. Work experience**

To note that Faye Armstrong from Cockermouth school will be doing work experience with the Council from 10th – 14th July 2023.