

# Workington Town Council

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

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

In attendance: Chief Officer/RFO and one member of the public.

**25.49 Absences:** Absences notified prior to the meeting were noted from Cllrs Hilary Harrington, Paul Larkin, Sean Melton, Neil Schofield, Kate Schofield, Stephen Stoddart and Lynda Williams.

Cllr Miskelly advised that Cllr Larkin had asked him to submit his formal apologies for acceptance for caring responsibilities for his seriously ill wife. Cllr Larkin requested that the Council vote on if the reason for apologies is accepted or not.

The Mayor responded with a statement advising;  
This matter has been raised on more than one occasion, and the Council has already addressed it at previous meetings, including:

30 July 2025 – Minute 25.16, where it was explained that Standing Orders require the minutes to show which councillors were present and which were absent, and that ‘apologies’ are only relevant when a councillor approaches the six-month attendance requirement; and

15 October 2025 – Minute 25.36, where it was reaffirmed that the correct and prescribed method is to list those present and those absent, with notified absences noted in the absences agenda item.

Our Standing Orders require us to record attendance factually. Councillors who are present are marked ‘Present’. Councillors who are not present are marked ‘Absent’. Where a

councillor has notified the Council in advance that they cannot attend, that notification is noted, but this does not change the fact that they were absent. This reflects established local government practice and ensures an accurate public record.

It is important to be clear that the receiving or noting of absences is an administrative process only.

It does not mean the Council has 'approved' a councillor's non-attendance.

It does not alter their status as absent.

And it does not affect the legal six-month rule.

For absolute clarity, Section 85 of the Local Government Act 1972 states that a councillor ceases to hold office if they fail to attend any qualifying meetings for six consecutive months, unless the Council has formally resolved to approve their reason for non-attendance before that period expires.

The six-month rule is only reset by actual attendance at a qualifying meeting.

Notifying an absence does not reset the clock.

Receiving or noting apologies does not reset the clock.

Recording a councillor as absent does not reset the clock.

If a councillor requires the Council to approve a reason for non-attendance under Section 85, this must be brought to the Council as a Motion on Notice before the expiry of the six-month period.

Accordingly, for future meetings, the minutes will continue to record attendance exactly as required by Standing Orders, and this ruling should be taken as the definitive clarification of the Council's position.

Cllr Miskelly asked for the information in writing, which the Mayor advised would be circulated the day after the meeting to all Councillors.

**25.50            Declarations of Interest: None**

**25.51            Exclusion of Press and Public:** Council resolved to exclude press and public from part two of the agenda.

**25.52            Public Representation: None**

**25.53            Minutes from previous meeting**

It was requested that, as per standing orders, minutes should record when a Cllr, who has a pecuniary interest, did not leave the meeting during a discussion and/or vote on that interest. Chief Officer to amend the minutes to note that Cllr Miskelly did not leave the room during a discussion with regards to allotments (minute number 25.36 Full Council minutes from 15<sup>th</sup> October 2025).

**Resolved:** Following the above changes being made, Council approved the minutes from the meeting on 15<sup>th</sup> October 2025 and affirmed them a true record.

Cllr Miskelly requested that the previous questions asked at the meeting of Full Council, with regards to IBCs at Siddick allotments, are brought to the next Full Council meeting as the legal advice has now been received.

The Mayor advised that the questions would be reviewed and brought to the next meeting.

**25.54            Public Questions: None**

**25.55            Questions and Statements from members:**

Questions submitted prior to the meeting by Cllr Miskelly:

- 1, has the aforementioned i pads or equivalent been purchased.
- 2, If they have not been purchased, are they still to be purchased.
- 3, If they are not now to be purchased why are they not to be purchased.
- 4, If they are not to be purchased who made the decision not to purchase them.
- 5, If they are not to be purchased on what authority did the person or persons who decided not to purchase them use to overturn a decision determined by the Workington Town Council.

The Mayor responded as follows:

1. No
2. Yes
3. Irrelevant
4. Irrelevant
5. Irrelevant

**25.56            Motions on Notice: None**

**25.57            Reports from Outside Bodies: None**

Cumbria Police submitted apologies for the meeting.

**25.58            Mayoral Engagements**

Council noted the report for information.

**25.59            Budget 2025-2026**

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

**25.60            Internal Audit Report**

**Resolved:** Council noted the interim half year report from the internal auditor 2025-2026.

**25.61            Committee Minutes**

- a) Council noted the minutes from the Culture & Social Investment committee meeting held on Tuesday 11<sup>th</sup> November 2025.
- b) Council noted the minutes from the Environment committee meeting held on Thursday 13<sup>th</sup> November 2025.
- c) Council noted the minutes from the Finance and General Purposes Committee meeting held on Monday 24<sup>th</sup> November 2025.

**25.62            Committee recommendations**

**a) Council IT**

Council considered the report outlining additional costs required for the Council's IT services:

The Mayor moved to a vote: 16 FOR, 1 against. Therefore, the additional costs were approved.

**Resolved:** Council approved costs of £2,543 total additional one offs and £3,310.20 additional total contract cost for 36 months from the Council's IT budget line for IT Services.

#### **25.63            Budget 2026-2027**

The Mayor advised that the draft budget was a consultation document for Councillors to review and the budget and precept would be agreed by Council in January 2026.

If Councillors have any questions or concerns, they should contact the relevant committee Chair to discuss.

The member of public left the room.

#### ***PART TWO - CONFIDENTIAL***

*Items discussed in part two are confidential and should not be discussed or shared with anyone outside of Workington Town Council.*

#### **25.64            Street Displays**

**Resolved:** Council approved to appoint tenderer A (Arborscape). Cost of year one contract is £27,530 26-27 with estimated costs for the next 5-7 years outlined in the report, based on worst case scenario of 5% inflation.

#### **25.65            Park End Shelter**

**Resolved:** Council approved to appoint tenderer A (L & K Curwen) with a contract cost of £36,779.72, plus an additional £8,720.28 for contingency, equipment, signage, launch and community engagement project costs from the Environment committee's estate development budget line 2025-2026.

Meeting ended at 6.32pm.



<b>FULL COUNCIL</b>	<b>Agenda Item No.  7a</b>
<b>Meeting date:</b> Wednesday 28 <sup>th</sup> January 2026	
<b>From:</b> Cllr Miskelly	
<b>Title: Statement</b>	

**Statement by Councillor Billy Miskelly to the meeting of Workington Town Council scheduled for Wednesday the 28<sup>th</sup> of January 2026.**

At the meeting of this Council on Wednesday the 15<sup>th</sup> of October 2025 at 18.00 hours at Allerdale House, Griffin street, CA14 3YJ agenda item 15 "Committee recommendations" Sub item (B) Councillor Heaslip presented a recommendation from the Workington Town Council Environment committee.

That recommendation was that the land owned by Workington Town Council known as the Ranch should considered to apply for fields in trust status.

- After Councillor Heaslip satisfied questions from Councillor Stephen Stoddart it was agreed by the Council that Officers should investigate this issue.

However it has been brought to my attention that due to the status of a long standing and good tenants occupying the aforementioned land known as the Ranch the Council is prohibited from gaining the status of "Fields in Trust".

The reason being is as follows.

In Appendix A of the Fields in trust 10-step protection process it states and is very clear as it states.

Any green space where public access is restricted by exclusive events and activities that take up more than 50% of the space for more than three months of in a calendar year is not suitable for protection under this scheme.

Facilities owned by or leased to private clubs are not suitable for protection under this scheme.

So as the present long standing and excellent tennants of the land known as the Ranch have no intention of leaving, further investigation would prove a fruitless and a expensive waste of Officer time.



## Workington Town Deal Board

05 December 2025, 14:00 – 16:00

The Oval Centre or MS Teams: [MS Team meeting link](#)

### Minutes

**Draft**

Actions	Owner/Date

Decisions	Owner

No.	Item
1	<p><b>Welcome and introductions / apologies / declarations of interest.</b></p> <p><u>In attendance</u> Ellie Richardson (ER), Debbie Kavanagh (DK), Robert Docherty (RD), Liz Fitzsimons (LF), Denise Rollo (DR), Mike Renouf (MR), Barbara Cannon (BC), John Coughlan (JC), Anthony Wareing (AW), Steven Caunce (SC), Chris Nattress (CN), Steven Robinson (SR).</p> <p><u>Apologies</u> David Taylor, Michael Heaslip. Katie Cartner (stepped down).</p> <p><u>Conflict of Interests</u> No conflicts of interest were declared.</p> <p>Returned conflict of interest declarations from board members were circulated as part of the Agenda Pack for transparency and will be uploaded to the Workington Town Deal Board webpage.</p>
2	<p><b>Review of previous minutes</b> Minutes from the meeting held on 12<sup>th</sup> September 2025 were ratified by the board. The minutes will now be uploaded to the webpage.</p>
3	<p><b>Actions from previous meeting</b> No. 01 – Complete. No. 02 – Complete. Outstanding Conflict of Interest Declarations and Bios will be chased up.</p>
4	<p><b>MHCLG 6 monthly report</b> DK presented the performance report for the period 1 April to 30 September 2025, which had been circulated in advance. It was explained that at this time, the details of this report would typically be submitted to MHCLG, however due to changes in guidance from Towns Fund to Local Regeneration Fund, it is not required.</p> <p>Attention was drawn to the RAG ratings and status of each project, explaining that commentary on these ratings is included in the report. Risks were presented to the board along with their mitigation and scores, as well as a client update.</p>

## 5 Programme/Project Updates

SC presented an update to the board.

### Innovation Centre

- Construction is progressing well with practical completion expected in March 2026.
- The operator has signed the contract, with final stages of governance being worked through internally before final sign off.
- Photographs showing progress were shared with the board.

### Public Realm

- Works are progressing on Murray Road with works due to commence on Central Way in January.
- Wayfinding strategy design is in progress and stakeholder consultation will occur in due course.
- Photographs were presented to the board highlighting enhanced pedestrian crossings and new seating areas.

### Port of Workington

- Following the open tender procurement exercise for a D&B contract in October 2025, ten tenders have been received and are being assessed.
- Expect to finalise the assessment and award contract before Christmas.
- Public communications planned for January 2026.

DR queried whether any market engagement had been conducted before going out to tender. SC explained that it was an open tender, but a specialist contractor was required so there were little local contractors who applied.

### Sports Village

SR gave a verbal update. Notes to be circulated with the minutes.

- Project is progressing well.
- Planning application has been submitted and is due for determination in January 2026.
- Tender for construction contractor is underway.
- Groundshare agreement has been agreed between Workington Town and Workington Reds rugby teams. Changes and adjustments to the grounds were needed to make sure the Reds can be accommodated.
- A business plan is being developed to make sure the facility is financially sustainable post-completion.
- There has been a change in scope resulting in additional funding being required.
- Anticipating commencement of works in March 2026.

CN queried the anticipated timescale for the planning sequence, and whether there are any significant stop/go risks. SR explained there are no great risks anticipated to come through from the planning permission that would impact delivery, however it was noted that there may be flood risks. It is understood that there could be pre-commencement conditions tied to the planning permission but these would not yet be known. Aiming for determination at the planning committee in January 2026.

It was also queried whether the intention is still to move the Workington Reds club in January, before all planning applications and groundshare agreements have been finalised. In response, it was explained that there are interdependencies to work through and a decision from Cumberland Council on project delivery is needed before moving the club. There are ongoing communications with the Workington Reds and it is recognised that notice is required to ensure the club is ready to move when needed.

It was queried whether the timescales for delivery were now too tight, and whether agreements will be made in time to progress. It was explained that a key milestone is coming up for Cumberland Council's Executive to be presented the report in January 2026 for sign off and that sign off will create a domino effect, but only once everyone is comfortable can the project progress.



**6 Any other business / next steps**

CN queried whether there has been any notable community feedback provided that the board would benefit from knowing about. SC explained that although there had been some complaints regarding barriers during construction, there is generally positive feedback from the community now.

It was noted that CN is retiring and therefore stepping down from the board. Mark Fell will be joining the board in his place as a representative of Lakes College.

The chair wished the board a Happy Christmas and New Year, and closed the meeting at 14:58.



# Workington Capital Programme

Workington Town Board Meeting Friday 5<sup>th</sup> December 2025

Workington Town Centre Public Realm (Murray Road and Central Way) Port of Workington /  
Oldside / Innovation Centre

# Progress Update and Programme

## Workington Public Realm

- Works to Murray Road gateway have progressed in the period with Pedestrian paving, enhanced drainage, Street furniture (Benches etc) installed.
- Landscaping / Planting has been commenced. Some of which will be weather/ season dependant and may be completed in the New year.
- Resurfacing to the realigned junction have been undertaken utilising night time closures (3 nights)
- Street furniture has been added (Benches etc)
- It is anticipated that the Murray road works will be completed prior to the Xmas break except for new lighting and seasonal landscaping and will be opened to the Public.
- Wayfinding strategy design is in progress with a view to providing the outline strategy to members and board members for review in due course.
- Works to commence on Central Way in January.









## •Port of Workington / Oldside

- In October the Council advertised an open tender procurement exercise for a design and build (D&B) contract to deliver demolition and remediation at the Port of Workington and Oldside sites. This followed publication of the opportunity on the council's procurement pipeline, giving the market a clear indication of our requirements while ensuring that no-one was unfairly advantaged or excluded.
- Ten tenders have been received and have been assessed. We can confirm that these include affordable tenders from suitable contractors with the relevant skills and experience.
- We expect to finalise the assessment and award the contract following a stand-still period very shortly.
- Work will be initiated before Christmas with a focus on discharging planning conditions.
- An NEC3 Engineering and Construction Contract (ECC), Option A (fixed price with Activity Schedule) is being used to effectively manage risks associated with this work (particularly the cost risk) and ensure remediation meets the council's specifications and regulatory requirements.
- The project team, including Estates and the Port of Workington Operations team, are working to ensure impact on local businesses is minimised.
- Public communications are planned for January.

## •Innovation Centre

- Construction progressing well with Practical Completion programmed for the **23 March 2026**
  - Building now water-tight
  - Raised floor now being installed
  - Electrical wiring commenced on levels 1 and 2
  - Plastering of internal walls nearing completion with mist-coats being applied
  - Electricity substation complete and ready for meter installation
  - External plant room nearing completion
  - Kerbs in for new access road
- Some modifications made to accommodate requests from Oxford Innovation (e.g. additional pattressing / additional A.V. points for wall-mounted screens)
  - Most efficient to do this whilst Morgan Sindall are on site instead of retrospectively during fit-out period
- Section 104 agreement now signed-off with United Utilities to allow foul-water drainage connection to sewer system
  - Connection work underway and due to be completed by Christmas
- Operator contract now signed by Oxford Innovation
  - Contract going through Cumberland Council's delegated award process for signature
- There will be a 3 month period following Practical Completion for fit-out and commissioning prior to the Centre opening for business









**Council to note the report from The Mayor**

<b>Mayoral Engagements: Cllr David Farrar</b>			
<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>VENUE</b>
Saturday 29 <sup>th</sup> November 2025	All Day	Christmas Festival & Light Switch On	Workington Town Centre
Sunday 30 <sup>th</sup> November 2025	1:45 pm	Light up a Life Event by Hospice at Home West Cumbria	St. Michael's Church, Falcon Place, Workington.
Monday 1 <sup>st</sup> December 2025	9:30 am	Lucy Sands Rowan Tree Planting	Northside Road
Sunday 7 <sup>th</sup> December 2025	10:00 am	The Mayor of Cockermouth Civic Service	Christ Church, South Street, Cockermouth
Monday 15 <sup>th</sup> December 2025	2:00 pm	Newlands Care Home Christmas Party	Newlands Care Centre, Newlands Park, Workington
Monday 15 <sup>th</sup> December 2025	3:00 pm	Fairways Christmas Party	The Fairways, Branthwaite Road, Workington
Tuesday 16 <sup>th</sup> December 2025	11:00 am	Rosecroft Care Home Visit	Rosecroft Care Home, Westfield Drive, Workington
Thursday 18 <sup>th</sup> December 2025	10:00 am	Amathea Care Home Visit	Amathea Care Home, Newlands Lane, Workington
Tuesday 23 <sup>rd</sup> December 2025	2:00 pm	Richmond Park Christmas Party	Richmond Park, High Street, Workington
Monday 19 <sup>th</sup> January 2025	6:15 pm	Scout Assoc. Silver Acorn Award Presentation (to Steve Binyon)	4 <sup>th</sup> Workington (St Michael's) Scout Group, Fletcher Street, Workington

**Council to note the report from The Deputy Mayor**

**Mayoral Engagements: Cllr Sue Fryer**

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>VENUE</b>
Saturday 29 <sup>th</sup> November 2025	All Day	Christmas Festival & Light Switch On	Workington Town Centre

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

Current Year 2025/26							
	Agreed Budget	Budget Revisions	Virement	Total Budget	Actual YTD Spend as at 20-Jan-26	Committed Expenditure	Estimated Balance at 31-Mar-26
<b>Finance &amp; General Purposes</b>	689,044	0	0	689,044	411,296	172,715	<b>105,033</b>
<b>Culture &amp; Social Investment</b>	222,700	0	0	222,700	191,712	10,467	<b>20,521</b>
<b>Environment</b>	367,200	0	0	367,200	247,919	74,492	<b>44,789</b>
	<b>1,278,944</b>	<b>0</b>	<b>0</b>	<b>1,278,944</b>	<b>850,927</b>	<b>257,674</b>	<b>170,344</b>

<b>Reserves</b>	<b>as at 20-Jan-26</b>	
Balance brought forward		504,325
Precept Received	1,070,744	
All other receipts	129,302	
Total receipts		1,200,046
Staff costs	298,717	
Loan interest/capital repayments	11,671	
All other payments	540,539	
Total payments		850,927
Period end balance		853,444
Minimum reserve (25% of budget)		267,686
		<b>585,758</b>

est. to 31-Mar-26			
Committed		Budget	
	504,325		504,325
1,070,744		1,070,744	
137,555		137,555	
	1,208,299		1,208,299
388,174		410,048	
11,671		11,900	
708,755		856,996	
	1,108,600		1,278,944
	604,024		433,680
	267,686		267,686
	<b>336,338</b>		<b>165,994</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

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	2,824	2,416
1999	Income - Other	0	0	0	1,086	1,086
		<b>1,079,244</b>	<b>0</b>	<b>1,079,244</b>	<b>1,075,654</b>	<b>3,502</b>

Culture & Social Investment						
1200	Income - Party in the Park	0	0	0	1,385	1,385
1220	Income - Theatre by the Hall	0	0	0	305	305
1230	Income - Christmas Festival	0	0	0	3,180	3,180
1250	Income - Festivals	0	0	0	653	653
1255	Income - Sport	0	0	0	74	74
1265	Income - Reach Out	0	0	0	235	235
1280	Income - Festival of Running	0	0	0	3,097	3,097
1999	Income - Other	0	0	0	44	44
		<b>0</b>	<b>0</b>	<b>0</b>	<b>8,973</b>	<b>8,973</b>

Environment						
1100	Income - Grants & Donations	151,500	0	151,500	96,488	(55,012)
1255	Income - Sport	0	0	0	1,628	1,628
1300	Income - In Bloom Sponsorship	0	0	0	250	250
1310	Income - Rents	12,500	0	12,500	11,475	136
1999	Income - Other	0	0	0	5,578	5,578
		<b>164,000</b>	<b>0</b>	<b>164,000</b>	<b>115,419</b>	<b>(47,420)</b>
		<b>1,243,244</b>	<b>0</b>	<b>1,243,244</b>	<b>1,200,046</b>	<b>(34,945)</b>

# Workington Town Council

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**Minutes of the meeting of the Finance and General Purposes Committee held on Monday 19<sup>th</sup> January 2026 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	Present	Cllr Stephen Stoddart	Present
Cllr Bernadette Jones	Present	Cllr Ellie Wood	Present
Cllr John Mills	Present	Cllr Joan Wright	Present

Also in attendance: The Mayor and Chief Officer/RFO.

**FG25.65 Absences:** None

**FG25.66 Declarations of Interest:** None.

**FG25.67 Exclusion of press and public:**

**Resolved:** To exclude press and public from part two of the agenda.

**FG25.68 Public representation:** None.

**FG25.69 Minutes of the Previous Meeting**

**Resolved:** To approve the minutes of the 24<sup>th</sup> November 2025 meeting and affirm them a true record.

**FG25.70 Public Questions:** None

**FG25.71 Questions and Statements from Members:** None

**FG25.72 Motions on Notice:** None

**FG25.73 Budget 2025-2026**

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

b) Committee noted the budget monitoring report YTD.

**FG25.74 Boundary Commission Review**

The Chair advised that a proposed response had been issued to committee. The deadline to respond to the Boundary Commission is Monday 26<sup>th</sup> January 2026. Members to inform the Chair and CO by Wednesday 21<sup>st</sup> January if they wish to make any amendments. If not, then the proposed response will be used.

**Resolved:** To send the proposed response to the Boundary Commission by Monday 26<sup>th</sup> January 2026.



### **FG25.75 Twinning**

Cllr Mills requested that committee note the draft framework, but further consideration was required and the document needed some updates.

The Chair and CO are to be involved with the revision of the document to be brought to a future meeting.

It was discussed that the Twinning Association was originally affiliated with Workington Town Council, however over years it has been established as an outside body and the Council does not have a protocol as to how outside bodies are managed, which also requires consideration.

**Resolved:** To bring an updated framework to a future committee meeting.

**Resolved:** To produce a draft protocol/policy for how Council outside bodies are managed.

### **FG25.76 Budget 2026-2027**

Committee discussed the budget and did not feel an increase of nearly 14% to the precept was acceptable. Therefore, the following savings were identified:

Culture – reduction of £26,800; removal of Reach Out, Teddy Bear's Picnic and Halloween.

F & GP – reduction of £20,000; £10,000 from community development planning and £10,000 from legal fees.

Environment – reduction of £25,000; £5,000 from environmental activities and £20,000 from Estate Development.

This reduces the percentage increase on the precept to 5.96%.

The Mayor and Cllr Hodgson arrived at 18.41.

There was a discussion with regards to one off projects and what the Council has in reserves. Committee are happy with the proposed base budget, with a view to reviewing budget and reserves for specific projects when they can be discussed.

**Resolved:** Following the required changes, recommend the proposed 2026-2027 budget to Full Council.

### **FG25.77 Projects Update**

The Chair advised that going forward every committee would receive a project update of what Officers are working on. This will allow members to be better informed of progress and status. It also allows members, along with the CO, to review resource, manage expectation and ensure that work loads are manageable.

## **PART TWO – CONFIDENTIAL**

The Chair requested to discuss agenda item 16 first.

### **FG25.78 The Ranch**

**Resolved:** To establish a working group for use and development of The Ranch and hold an initial meeting as soon as possible.

Committee next discussed agenda item 17.



**FG25.79 Code of conduct complaints management**

**Resolved:** To conduct a review of the Council's code of conduct and HR policies.

**FG25.80 Staffing**

**Resolved:** To request approval from Full Council to recruit for a part time Admin/Events Assistant on a one-year contract in line with the 26-27 budget.

**Resolved:** Committee request approval from Full Council for delegated authority, given the time sensitive nature, to the Mayor, Chief Officer, Chair and Vice Chairs of F & GP and Culture and Social Investment Committees for the appointment of an event management company and associated services required for the Council's approved events programme to be executed.

**FG25.81 Council Assets****a) Princess Street**

**Resolved:** To request to Full Council to tender for work to refurbish Princess Street into a fit for purpose Park Depot for the Council's estates team.

**b) Park Café**

**Resolved:** Request approval from Full Council to demolish the Park Cafe building at a cost of £15,000 from reserves to be added to the Asset Management budget line.

**c) Brewery House Wall**

**Resolved:** Request approval from Full Council for total project costs £36,000 to repair the wall at Brewery House. £36,000 from reserves to be added to the Asset Management budget line.

**Resolved:** Investigate if the unregistered piece of land could be claimed by the Council.

Meeting ended at 19.08.

DRAFT Budget 26-27

Finance & General Purposes		Budget 24-25	Base Budget 25-26	NR 25-26	Actual 25-26	Proposed Base Budget 26-27	Variation to base +/-	Non-recurring items 26-27 only	Budget use	Notes (estimated but not exhaustive breakdown)
Staffing										
	Salary	£303,560	£307,592		£283,330	£325,682	£18,090		Salaries for current staff, removal of EO, additional FT EW and PT BS (25/26 top scale point plus 5%) and any taxable allowances	
	NI	£30,594	£37,696		£25,939	£40,367	£2,671		National Insurance for staff (top of the scale)	
	Pension	£59,855	£55,760		£54,754	£64,926	£9,166		Pension contributions for staff (18.40% on top scale point) LGPS deficit (est £5k)	
	Staff associated costs				New code 26	£45,500	£45,500		Mileage DBS checks Recruitment PPE Salaries admin Fee (Cumberland) Event management fee (3 quarters)	
	Training	£8,000	£8,000		£8,004	£9,500	£1,500		Training for staff	
Office										
	Telecoms IT	£8,500	£36,968		£10,699	£35,000	-£1,968		IT contract Rialtas accounting software licence Canva design package licence WTCCC broadband Printer lease MCS Estate management software	£19,200 IT £2,200 Rialtas Licence (updated) £130 Canva Licence £1000 WTCCC Broadband £2,000 Printer Lease (inc consumables) £8,000 My Council Services software
	General	£5,000	£5,000		£5,894	£9,000	£4,000		HSBC bank charges ICO Data Protection registration Equipment Printing and stationery Postage	
	Marketing		£7,000		New code 25	£8,000	£1,000		Council marketing & comms strategy	
Finance										
	Insurance	£7,500	£7,500		£6,167	£9,150	£1,650		Premises Insurance PLI Vehicle Insurance	Current plus 10% increase, plus insurance for new van
	Audit Fees	£3,000	£4,000		£2,340	£3,000	-£1,000		Internal and external auditor fees	
	PWLB capital	£5,000	£5,200		£4,867	£5,400	£200		Repayment of loan capital	As per schedule of payments
	PWLB Interest	£7,000	£6,700		£6,804	£6,400	-£300		Repayment of loan interest	As per schedule of payments
Property										
	Fleet lease	£5,500	£6,150		£5,602	£13,000	£6,850		Van lease and maintenance, tax x 2	
	Fleet consumables	£1,500	£1,500		£1,222	£2,000	£500		Fuel, antifreeze for vans	
	Accommodation	£15,000	£16,501		£9,604	£30,000	£13,499		WTCCC services Town hall rent and cleaning	£21,860 Town Hall rent £702 Town Hall cleaner £4110 utilities for Princess Street
	Asset management		£100,000		New code 25	£55,000	-£45,000	£140,000	Fire safety checks Legionnaires Surveys Electrics Security CCTV PS alarm system Maintenance of WTCCC Maintenance of noticeboards, matrix signs and colour screen Maintenance of ride on mower	
Civic Governance										
	Elections	£6,500	£6,500		£6,633	£14,000	£7,500		Provision for one by-election. Additional budget for 2027.	
	Civic	£4,000	£6,125	£6,000	£4,257	£7,500	£1,375		Mayor Making Remembrance Civic Service Civic Dinner SSL License Robes and Regalia	£3,000 Mayor Making £3,000 Remembrance £300 Civic Service £300 Civic Dinner £25 Mayor's SSL license Robes and Reglia
	Websites	£2,000	£2,000		£290	£1,500	-£500		Wix subscriptions (website hosting) Website domain registrations	
	Subscriptions and memberships	£2,600	£3,452		£2,896	£3,500	£48		NALC CALC SLCC Living Wage Foundation HSE Purple Guide	£2,500 CALC/NALC Membership £73 Living Wage Foundation £25 Purple Guide Subscription £418 SLCC Membership
	Mayoral allowance	£3,100	£3,100		£3,100	£3,100	£0		Annual allowance for the current Mayor, paid monthly over 10 months.	
	Member Travel	£500	£500		£500	£700	£200		Costs to cover travel expenses for members	
	Twinning		£5,000		£2,500	£5,000	£0			
	Member Development	£750	£750		£320	£750	£0		Training for Councillors	



**DRAFT Budget 26-27**

	Budget 24-25	Budget 25-26	NR 25-26	Actual 2024-2025	Proposed Base Budget 26-27	Variation to base +/-	NR items 26-27	Budget use	Notes (estimated but not exhaustive breakdown)
<b>Culture &amp; Social Investment Christmas</b>									
Christmas festival	£25,000	£30,000		£24,825.00	£33,000.00	£3,000			
Christmas lights	£65,000	£60,000		£63,014.00	£57,000.00	-£3,000			
<b>Cultural marketing</b>	£5,000	£6,000		£3,607.00	£6,000.00	£0			
<b>Youth &amp; Social Investment</b>									
Schools Competition	£3,000	£3,000		£2,262.00	£3,000.00	£0			
Science Workshops	£4,000	£4,000		£3,737.00	£0.00	-£4,000			
Teddy Bear's Picnic	£0	£3,000		£0.00	£0.00	-£3,000			
Youth & Social Investment	£7,000	£7,000		£4,066.00	£20,000.00	£13,000			
Citizens Advice	£0	£5,000		£0.00	£5,000.00	£0			
<b>Cultural Celebrations</b>									
Armed Forces Day Support	£600	£600		£300.00	£600.00	£0			
Cultural celebrations		£10,000		£0.00	£5,000.00	-£5,000			
Easter	£2,100	£2,100		£2,332.00	£0.00	-£2,100			
Halloween		£10,000		£0.00	£0.00	-£10,000			
Theatre by the Hall	£13,500	£15,500		£13,457.00	£15,500.00	£0			
Pride event		£5,000		£0.00	£0.00	-£5,000			
Beacon lighting	£1,500	£1,500		£1,489.00	£0.00	-£1,500			
<b>Funding</b>	£0	£15,000			£8,000.00				
<b>Reach Out</b>	£10,000	£10,000		£9,935.00	£0.00	-£10,000			
<b>Party in the Park</b>	£20,000	£25,000		£19,913.00	£25,000.00	£0			
<b>Festival of Running</b>	£10,000	£10,000		£9,602.00	£12,000.00	£2,000			
<b>Sport</b>	£0	£0		£0.00	£6,000.00	£6,000		Leisure Centre activities Tennis court annual programme and equipment (approx. £4k)	
Culture Commissions	£5,500								
Culture Commission - Carnegie	£5,000								
Culture Commission - Music Centre	£2,500								
Culture Commission – Sport	£2,000								
Culture Commission - Heritage	£5,000								
Culture Commission - Summer camp	£3,000								
Art Exhibition	£5,000								
<b>Total Culture</b>	<b>£194,700</b>	<b>£222,700</b>			<b>£196,100</b>				
<b>Total Culture 2026-2027</b>	<b>£196,100</b>								

DRAFT Budget 26-27

Environment	Budget 24-25	Budget 25-26	NR 25-26	Actual 2024-2025	Proposed Base Budget 26-27	Variation to Base Budget +/-	NR items 26-27	Budget use	Notes (estimated but not exhaustive breakdown)
Environmental activities	£0	£3,000		New code	£3,000	0	£0	Litter picks Competitions and activities Park End Shelter programme	
Green Grants	£3,000	£3,000		£1,300	£3,000	0	£0	Funding requests.	
Streetscene	£13,500	£10,000		£28,388	£39,000	29,000	£15,000	Benches Bus shelters Defibrillators Footway lighting Quayside maintenance Street displays	£15,000 new mangers (one off)
Vulcan Park	£0	£19,000		Inc Est mngt	£20,000	1,000		Vulcan Park costs	
Play areas	£0	£10,000	£35,000	Inc Est mngt	£50,000	40,000		Play area costs	Inc Brewery House
Allotments	£0	£16,000	£8,700	£13,629	£16,000	0	£6,000	Allotment costs	Removal of green waste / fly tipping Water charges Pest control Card saver / virtual terminal fees Non-recurring water butt costs (one off)
Estate management	£0	£10,000		£34,354	£40,000	30,000		Estate management costs	General maintenance for all areas and buildings The Ranch - £7,100 Ride on service - £500 Bowling bower and green - £3,000 Tennis courts maintenance - £3,600 Potential acquisition maintenance Fly tipping approx £1,000
Estate Development	£0	£53,000	£148,000	£123,131	£10,000	-43,000		Estate development costs	
Nature Partnership	£23,500	£25,500		£24,120	£45,500	20,000		Workington Nature Partnership.	Contribution towards salaries, costs, materials/general support
Street Planting	£17,500	£26,000		£18,350	£0	-26,000	£0	Now in streetscene	
Estate Development (Park, Play Areas, Ranch and Allotments)	£99,500	£0			£0				
Park Maintenance (Park, Play Areas, Ranch, Bowling green)	£30,000	£0			£0				
Allotments maintenance	£16,000	£0			£0				
Total Environment	£203,000	£175,500	£191,700		£226,500	£51,000	£21,000		
Total Environment 26-27			£247,500						

Difference 25/26 v 26/27

£51,000

DRAFT Budget 26-27

	<b>Total available budget 26-27</b>
<b>Totals</b>	
Finance & General Purposes	£847,975
Culture	£196,100
Environment	£247,500
<b>Total</b>	<b>£1,291,575</b>

	<b>Total available budget 25-26</b>
<b>Totals</b>	
Finance & General Purposes	£689,044
Culture	£222,700
Environment	£367,200
<b>Total</b>	<b>£1,278,944</b>

	<b>Total available budget 24-25</b>
<b>Totals</b>	
Finance & General Purposes	£569,709
Culture	£194,700
Environment	£203,000
<b>Total</b>	<b>£967,409</b>

DRAFT Budget 26-27

	Budget
Total base budget	£1,130,575
Total one off project costs	£161,000
Total expenditure	£1,291,575

	Funded by
Allotment Rent	£12,500
Dividend	£7,500
The Ranch	£1,500
External Funding / event income	£15,000
Car Park	£1,000
Total	£37,500

Reserves request	£129,335
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Total precept request 26-27	£1,124,740
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Band D 24/25	£138.36
Band D 25/26	£144.75 *£7397.30
Band D 26/27	£148.88 *£7554.55

Band D percentage increase	2.99%
Precept percentage increase	5.59

25% minimum reserve 25-26	£282,644
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Increase diff from 25/26 to 26/27  
£53,996

Precept request 25/26  
£1,070,744

£7.15 Increase per year
£0.14 Increase per week

DRAFT Budget 26-27

Estimated carry forward 31st March 2026	Estimated reserves 31st March 26	
	£433,704	
25% minimum reserve (of base budget 26/27)	£282,644	
Available reserve at 31st March 2026	£151,060	
Reserves call 26-27	£129,335	Council decision required if reserves are to be used or alternative income stream (loan, CCLA etc) if projects are to go ahead
	£21,725	





<b>FULL COUNCIL</b>	<b>Agenda Item No.  15a</b>
<b>Meeting date:</b> Wednesday 28 <sup>th</sup> January 2026	
<b>From:</b> F & GP Committee	
<b>Title: Staffing</b>	

#### **1. RECOMMENDATION**

- Approval required to recruit a part time Admin/Events Assistant on a one-year contract.
- Approval required for delegated authority for the appointment of an event management company and associated services to carry out the Council's approved events programme 2026-2027.

#### **2. DETAIL**

The Council has advertised (including paid advertisement) for the role of an Events Officer, without success.

The recommendation is that a third party carries out the execution of the Council's events programme for 26-27. This would be an interim measure with the hope of recruiting an Events Officer or alternative position with a training and development plan in place to eventually meet the requirements of the role.

A part time events/admin assistant would be required alongside this to act as the link between the external company and the Council, so the Council can retain control over how the events are managed. Initially this would be a one-year contract. The cost for this is reflected in the 2026-2027 staffing budget, with a budget also within the staff associated costs budget line for event management fees.

Council is asked to approve delegated authority to the Mayor, Chief Officer, Chair and Vice Chairs of F & GP and Culture and Social Investment Committees for the appointment of an event management company and associated services required

for the Council's approved events programme to be executed. Appointment will be in line with the Council's set budget for 2026-2027 and financial regulations.

### **3. BUDGET IMPLICATIONS**

Allowed for in the 2026-2027 budget.

#### **Events/Admin Assistant**

Included in the staff salaries, NI and pension budget lines for 2026-2027.

Costs are for top of the scale plus 5%.

Salary (18 hours) £14,146.39

Pension £2,602.94

NI £1,371.36

Total = £18,120.69 annual cost

#### **External event management fees**

Currently there will be an underspend of approx.. £12,000 in the salaries budget line for 2025-2026 which can be carried forward.

A budget of £28,000 has been allocated within the staff associated costs for event management. Production costs would be covered from CSIs budget as usual.

For reference the cost of a full time Events Officer for the Council is an annual cost of £46,451 (inc pension and NI).

Once appointed full details will be presented to relevant committees as to how the costs will be covered but will not fall outside of the approved 2026-2027 budget.



<b>FULL COUNCIL</b>	<b>Agenda Item No.  15b&amp;c</b>
<b>Meeting date:</b> Wednesday 28 <sup>th</sup> January 2026	
<b>From:</b> F & GP Committee	
<b>Title: Council Assets – Princess Street and Park Café</b>	

#### **1. RECOMMENDATION**

- Approval required to tender for refurbishment works at Princess Street.
- Approval required for the demolition of the old park café building. With £15,000 required from reserves to be added to the asset management budget line.

The report includes information on the following Council assets:

- Princess Street building
- Old Park Café building

#### **2. DETAIL**

##### **Princess Street**

Costs have been obtained to refurbish Princess Street into a fit for purpose Estates Depot. This includes roof repairs, additional showers, drying room, workshop area, kitchen and breakout area. Committee agreed to request to Full Council to go to tender for the work estimated at approx. £70,000.

The cost to demolish and rebuild was estimated at £625,000 which was not a viable option.

Approval required for Officers to tender for the work to refurbish the Princess Street building. The tenders received will go straight to Full Council for consideration at the meeting on 11<sup>th</sup> March 2026.

### **Park Café**

Costs have been obtained to demolish the current park café building and rebuild a park kiosk with toilets and vendor area, however an estimated cost of £425,000 was not a viable option.

Committee agreed the best option is to demolish the building and make safe, retaining the utilities for the future. Costs are estimated at £15,000 for demolition, planning consent and removal of the CCTV cabling which is currently inside the building to an outside feeder box.

This allows for the area to be utilised for pop up coffee, ice cream, burger vans etc over busier periods and removes an eye sore in the middle of Vulcan Park. Council then has time to review what it wishes to do with the area in the long term and to budget appropriately.

Approval required from Full Council to demolish the Park Cafe building at a cost of £15,000 from reserves to be added to the Asset Management budget line.

### **3. BUDGET IMPLICATIONS**

Princess Street refurb – exact costs and funding of the project will be determined at the next Full Council meeting once tenders have been received.

£15,000 required from reserves for the Park Café to be added to the asset management 2025-2026 budget line.



<b>FULL COUNCIL</b>	<b>Agenda Item No.  15d</b>
<b>Meeting date:</b> Wednesday 28 <sup>th</sup> January 2026	
<b>From:</b> F & GP Committee	
<b>Title: Council Assets – Brewery House Wall</b>	

#### **1. RECOMMENDATION**

Approval required for £36,000 to repair the wall at Brewery House. £36,000 from reserves to be added to the Asset Management budget line.

#### **2. DETAIL**

##### **Brewery House – boundary wall**

A new owner of the adjacent property brought a concern for the leaning of the boundary wall at Brewery House play area to the Council's attention.

Following this, Officers reviewed the concern which also highlighted an external gas pipe on the outside of the adjacent property.

Various reports and inspections have been carried out by professionals and concluded that action needs to be taken to remove the risk.

All reports were reviewed and discussed by the F & GP committee.

The land has been valued at £15,000 if Council wished to sell. Committee agreed that this was not a viable option as there is space for development on the land such as a larger play area or community garden area which would be far more beneficial to the community.

Committee therefore agreed that the wall repairs would need to be made to resolve the concern and make safe.

### **3. BUDGET IMPLICATIONS**

Approval required from Full Council for £36,000 to repair the wall at Brewery House.  
£36,000 from reserves to be added to the Asset Management 2025-2026 budget line.

