

Workington Town Council

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Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 28 January 2021 at 6.30pm in the via Zoom.

Cllr C Armstrong	Absent
Cllr H Briggs	Present
Cllr R Briggs	Present
Cllr G Glaister	Present
Cllr H Harrington	Present
Cllr S Melton	Apologies
Cllr B Sansom	Present
Cllr P Scott (chair)	Present
Cllr S Stoddart (vice chair)	Present
Cllr W Wilkinson	Present
Cllr J King (Mayor)	Present

In attendance: Town Clerk.

FG21.01 Apologies

Apologies were received and accepted as being for approved reasons under the terms of the Local Government Act 1972, s85, from Cllr S Melton.

FG21.02 Declarations of Interest

Cllr Wilkinson drew the Committee's attention to his interest in the budget due to being an allotment tenant. There were no further declarations of interest at this point.

FG21.03 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were noted.

FG21.04 Minutes of the Previous Meeting

The Committee received the minutes of the meeting held on 19th November 2020.

Resolved: To affirm the minutes as a true record.

FG21.05 Schedule of Payments

The Committee considered the Schedule of Payments 1 November to 31 December 2020.

Resolved: To note the Schedule of Payments.

FG21.06 Bank Reconciliation Statement

The Committee received the Bank Reconciliation Statement as at 31 December 2020.

Resolved: To note the report.

FG21.07 Budget Monitoring Statement

The committee received a report on the Budget Monitoring Statement as at 31st December 2020.

Resolved: To note the report.

FG21.08 Business Internet Banking

To receive the following statement in regard to access to internet banking for WTC.

'It was resolved at a meeting of Workington Town Council (FG&P Committee) held on 28th January 2021 that an individual be nominated as Primary User for the purposes of HSBC UK Business Internet Banking. It was acknowledged and agreed that the Primary User would have:

- full access and authority over the HSBC UK bank account(s)*
- authority to appoint Additional Users*
- no restriction on what they can do using HSBC UK Business Internet Banking, as appropriate. For example, they can: ask and apply for credit cards, overdrafts and loans; make payments into and out of the HSBC UK bank account(s), increase/decrease cardholder limits.*

The meeting was reminded that full details of what the Primary User can do are set out in the HSBC UK Business Banking Terms and Conditions and the Business Internet Banking Additional Conditions.'

Resolved: To accept the above, given statement with Judith Atherton as the Primary User, and Catherine Gourlay as the Secondary User. With actions to be taken only after prior consultation with the chair of the FG&P committee.

FG21.09 Budget 2021-2022

The Committee considered the budget for the coming year. However as this has been an unprecedented year with a large reduction in events and activities able to take place there will be an underspend in the region of £90,000 to £100,000 (the actual figure will not be known until the end of the financial year). With this in mind it was decided that as the potential precept was calculated at £600,345 that part of the underspend would be used to freeze the precept at £555,875 (last years figure) and provide a saving for the residents of Workington.

Vote

For	10
Against	0

Resolved: To present the budget to the Full Council with a recommendation for a precept of £555,875, representing an approximate 0% increase in the Band D rate.

FG21.10 Workington School IT Support

The Committee receive a report from Cllr Scott concerning the desperate need for additional IT support for Workington Schools for those children home schooling with no means to access lesson materials, there are currently approximately 130 children in this situation from across Workington. It was proposed that WTC offer £10,000 and approach local businesses to donate further funding, the total cost is approximately £21,000. This is a time sensitive issue and will need to be actioned immediately.

Resolved: To allocate a donation of £10,000 to buy IT equipment for Workington schools

Resolved: Officers to approach local businesses to provide further donations

Resolved: To purchase said IT equipment which will be donated to local schools for distribution.

FG21.11 Princess Street Update

The committee received a report from Cllr Scott regarding the progress of the purchase of the Princess Street building, currently the WTC solicitors are progressing well with the purchase, today (28th January 2021) builders were invited to view the building with a view to providing quotes for any necessary works. Only one builder arrived therefore, other builders will be contacted.

Resolved: To note the report.

Resolved: Officers to contact two further building companies to provide works quotes for the Princess Street building.

FG21.12 Employment Issues

The committee received a report from the Town Clerk detailing concerns regarding the need for additional administrative support. In the current climate support is being issued from the Events Team as they have less activities to plan for, however, when the pandemic comes to an end and activities are allowed additional administrative support will be required. The committee supported the need for additional support and discussed the idea of offering additional hours to the Events Co-ordinator who currently works part time and would require no further training.

Resolved: To support the requirement for additional administrative support.

Resolved: Officer to offer additional hours to Events Co-ordinator.

The meeting closed at 19.28

Workington Town Council
Full Council 5 February 2020
Proposed Budget and MTFP modelled council tax

		2019	estimated outturn	estimated outturn over budget	Proposed 2020	% of 2019 budget	2021	2022	2023
F&GP	Accommodation	16500	16000	97%	16500	100%	16913	17335	17769
	Advertising civic/employment	750	500	67%	750	100%	769	788	808
	Annual Meeting	2750	2486	90%	1800	65%	1845	1891	1938
	Audit fees	2250	1750	78%	2250	100%	2306	2364	2423
	Car Park	0	0	0%	0	#DIV/0!	0	0	0
	Civic Functions	4000	2000	50%	4000	100%	4100	4203	4308
	Election Fund	4500	4500	100%	4500	100%	4613	4728	4846
	Elections	0	0	0%	3500	0%	3588	3677	3769
	Fleet	5000	5000	100%	5000	100%	5125	5253	5384
	Insurance	4500	4500	100%	4500	100%	4613	4728	4846
	Mayoral Allowance	3100	3100	100%	3100	100%	3178	3257	3338
	Mayoral benches	500	500	100%	500	100%	513	525	538
	Mayoral Travel	1020	1020	100%	1020	100%	1046	1072	1098
	NI and Pensions	42120	42000	100%	43176	103%	44255	45362	46496
	Office general	3000	3000	100%	5000	167%	5125	5253	5384
	PPE	1000	1000	100%	2000	200%	2050	2101	2154
	Postage	1785	1785	100%	1785	100%	1830	1875	1922
	Printing and stationery	1836	1800	98%	1836	100%	1882	1929	1977
	Repairs and renewals	5000	5000	100%	5000	100%	5125	5253	5384
Robes	1000	0	0%	0	0%	0	0	0	

Salaries	184000	184000	100%	189152	103%	193881	198728	203696
Staff Training	4000	4000	100%	4000	100%	4100	4203	4308
Subscriptions	2000	2000	100%	2200	110%	2255	2311	2369
Telecoms and IT	8000	7000	88%	8000	100%	8200	8405	8615
Town Hall Development	0	1000	#DIV/0!	1000	#DIV/0!	1025	1051	1077
Website and newsletter	5865	5865	100%	5865	100%	6012	6162	6316
Community Development	15000	8000	53%	5000	33%	5125	5253	5384
Citizen's Advice Bureau	5000	5000	100%	5000	100%	5125	5253	5384
Member Development	3000	1000	33%	2000	67%	2050	2101	2154
Youth Provision	10000	10000	100%	15000	150%	15375	15759	16153
Total	337476	323806	96%	343434	102%	352020	360820	369841

Culture

Festivals	30000	30000	1	35000	117%	35875	36772	37691
Sport	10000	9300	0.93	12000	120%	12300	12608	12923
Heritage projects	10000	10000	1	5000	50%	5125	5253	5384
Town Band	1200	1200	1	1200	100%	1230	1261	1292
Christmas lights	48000	50000	1.04	49000	102%	50225	51481	52768
Christmas festival	20000	20000	1	20000	100%	20500	21013	21538
Remembrance	2000	1500	0.75	4000	200%	4100	4203	4308
Twinning	5000	5000	1	0	100%	0	0	0
Promotion, advertising and publicity	5000	5000	1	7500	150%	7688	7880	8077
Community Grants	3600	3000	0.83	3600	100%	3690	3782	3877

Family Fun Days	12000	10000	0.83	12000	100%	12300	12608	12923
Theatres	8000	7400	0.93	5000	63%	5125	5253	5384
Museums and Exhibitions	5000	5000	1	5000	100%	5125	5253	5384
Cultural groups	7000	7000	1	7000	100%	7175	7354	7538
Technology tournament	500	500	1	500	100%	513	525	538
Total	167300	164900	0.99	166800	100%	170970	175244	179625

Environment	Workington in Bloom – Displays	15000	13000	0.87	15000	1	15375	15759	16153
	Workington in Bloom – Development Grants	2000	1600	0.46	3000	0.86	3075	3152	3231
	Play Area Development	10000	10000	1	15000	1.5	15375	15759	16153
	Workington Nature Partnership	23500	23500	1	23500	1	24088	24690	25307
	Allotments Running	8000	8000	1	8000	1	8200	8405	8615
	Allotments Development	5000	5000	1	3000	0.6	3075	3152	3231
	Back Lane Environmental Improvement	5000	5000	1	5000	1	5125	5253	5384
	Flood resilience	0	0		0		0	0	0
	Parks and Play areas Maintenance	41000	41000	1	41000	1	42025	43076	44153

Footway lighting	200	200	1	500	2.5	513	525	538
Public seating	5800	6000	1	2000	0.34	2050	2101	2154
Bus shelters	3000	0	1	3000	1	3075	3152	3231
Totals	118500	113300	0.96	119000	1	121975	125024	128150
Total	623276	602006	0.97	629234	1.01	644965	661089	677616
Inflation multiplier	1.025							

Income and Estimated Council Tax Rates

5% increase in Council tax

Income	2019	estimated	%	2020	% of 2019	2021	2022	2023
Precept	526397	526397	100%	555875	105.6%	600345	648373	700243
Rents	9660	9000	93%	9500		9738	9981	10230
Dividends	5750	7110	124%	6500		6663	6829	7000
Other income	17800	18200	102%	20000		20000	20500	21013
Allotments water	1200	1000	83%	950		974	998	1023
ABC park	20200	20213	100%	0		0	0	0
Total	581007	581920	100%	592825		637719	686681	739508
reserve draw	42269	20086		36409		7246	-25592	-61892
	2019	2020		2021	2022	2023		
Council Tax Base	6720.18	6754.96	101%	6923.83	7096.93	7274.35		
Band D	78.33	82.29	105%	86.71	91.36	96.26		
Band C	69.63	73.15	105%	77.07	81.21	85.57		
Band B	60.92	64.00	105%	67.44	71.06	74.87		
Band A	52.22	54.86	105%	57.80	60.91	64.17		
		5%		5%	5%	5%		