

# Workington Town Council

Town Hall, Oxford Street, Workington, Cumbria, CA14 2RS  
Telephone: 01900 702986  
Email: office@workingtontowncouncil.gov.uk  
Website: www.workingtontowncouncil.gov.uk



**Minutes of the meeting of the Finance and General Purposes Committee held on Monday 24<sup>th</sup> February 2025 at 6.30pm at Workington Town Council Offices, Town Hall, Oxford Street, Workington.**

|                         |         |                                |         |
|-------------------------|---------|--------------------------------|---------|
| Cllr Mike Rollo (Chair) | Present | Cllr David Farrar (Vice Chair) | Present |
| Cllr Beth Dixon         | Present | Cllr John Mills                | 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 |

In attendance: Chief Officer/RFO.

**FG24.88 Absences:** None

**FG24.89 Declarations of Interest:** None

**FG24.90 Exclusion of Press and Public:** Press and public would be excluded from part two of the agenda.

**FG24.91 Public Participation:** None

**FG24.92 Minutes of the Previous Meeting**

**Resolved:** To approve the minutes of the 20<sup>th</sup> January 2025 meeting and affirm them a true record.

**FG24.93 Public Questions:** None

**FG24.94 Questions and Statements from Members:** None

**FG24.95 Motions on Notice:** None

Cllr Ellie Wood arrived at 6.31pm.

**FG24.96 Budget 2024-2025**

Committee noted the budgeting monitoring and income summary reports YTD.

**Resolved:** Committee approved the statement of accounts and bank reconciliation for December 2024 and January 2025.

**Resolved:** Committee noted payments made under SO27 for £990 to Burnetts from the legal budget line and £2,583 for the repair of the flood lights in Vulcan Park from the contingency budget line.

#### **FG24.97 Council Committees**

Committee discussed if the current committee structure was still effective for council business. It was agreed that a review was needed.

Councillors to feedback any suggestions to the Chief Officer asap.

**Resolved:** Chair and Chief Officer to prepare a plan for consideration for the next committee meeting in April.

#### **FG24.98 Twinning**

Committee noted the report from the Twinning Association.

Committee discussed that four Councillors had officially been appointed to the Twinning Association and dates for meetings were currently being set.

WTC Officers would also attend meetings and prepare reports to feedback to committee.

**Resolved:** Committee requested to see a copy of the most recent minutes from the Association's meetings.

**Resolved:** To approve funding of £2,500 for the Twinning Association from the 2024-2025 Twinning budget line.

#### **FG24.99 Policies**

**Resolved:** To recommend to Full Council to approve and adopt the updated mayoral protocol policy.

**Resolved:** To recommend to Full Council to approve and adopt a new member travel policy.

#### **FG24.100 My Council Services Software**

The Chair gave an overview of the system and how it would benefit the Council.

It will allow the Council to be more efficient and allow for growth in the future.

The Council would enter into an agreement for one year, with the option to renew in future years at a reduced cost.

**Resolved:** To proceed with the implementation of My Council Services Software at an initial year one cost of £9,995 from the 25-26 IT budget line.

#### **FG24.101 Council equipment**

Committee noted that we would not be looking to repair the Tannoy system in the park. This is very outdated and no longer H & S compliant. As it is a fixed system it can only be used for events in the park, which are approx. 2-3 per year. Purchasing a portable PA system will allow greater flexibility and use at any location throughout the town.

**Resolved:** To purchase radios and licenses as required up to a cost of £4,180.92 from the 24-25 contingency budget line.

**Resolved:** To purchase a PA system and supporting equipment up to a cost of £3,424.57 from the 24-25 contingency budget line.

#### **FG24.102 Civic Robes**

**Resolved:** To dispose of the two blue Councillor robes and one black clerk robe that are irreparable and remove from the asset register.

**Resolved:** To carry out a review of the Aldermanic robes at the Helena Thompson Museum, as some repairs may be required.

**Resolved:** To send a formal letter to a previous Councillor to request that the robe they have is returned to the Council asap.

**FG24.103 Freedom of Information Requests**

Committee noted the report for information.

**FG24.104 Freedom Parade**

Committee noted the report for information.

It was requested that it be noted that the wording is Freedom of the Borough (and not Freedom of the Town).

**PART TWO – CONFIDENTIAL**

**Minutes have been removed.**

The meeting ended at 7.29pm.

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## Workington Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 28 February 2025

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

|            |                           |            |
|------------|---------------------------|------------|
| 28/02/2025 | Current Bank A/c          | 617,061.03 |
| 28/02/2025 | West Cumbria Credit Union | 10,599.74  |
| 28/02/2025 | Petty Cash                | 0.00       |
| 28/02/2025 | PayPal                    | 138.79     |

**627,799.56**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**627,799.56**

##### All Cash & Bank Accounts

|   |                                       |                   |
|---|---------------------------------------|-------------------|
| 1 | Current Bank A/c                      | 581,895.11        |
| 3 | West Cumbria Credit Union             | 10,599.74         |
| 4 | Petty Cash                            | 0.00              |
| 5 | PayPal                                | 228.03            |
|   | Other Cash & Bank Balances            | 0.00              |
|   | <b>Total Cash &amp; Bank Balances</b> | <b>592,722.88</b> |

## List of Payments made between 01/02/2025 and 28/02/2025

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 03/02/2025       | Autoserve Ltd                  | 030225           | 37.91              |                       | Purchase Ledger DDR Payment    |
| 05/02/2025       | PayPal                         | 53U336382A       | 20.00              |                       | Transfer funds to debit card   |
| 05/02/2025       | PayPal                         | 3F98879123       | 250.00             |                       | Transfer funds to debit card   |
| 05/02/2025       | L Wright                       | TRANSFER         | -24.50             | Min C24.63            | Workington Tigers Netball Kits |
| 05/02/2025       | NALC                           | TRANSFER         | -39.22             | LGA s111              | Refund of Invoice 494          |
| 06/02/2025       | PayPal                         | 0J0330520T       | 400.00             |                       | Transfer funds to debit card   |
| 07/02/2025       | Swags & Tails                  | 7094020106       | 160.00             | LGA s111              | Repair of Robes                |
| 07/02/2025       | Argos                          | 6C8691774K       | 169.99             | LGA s111              | Samsung A15 Phone              |
| 07/02/2025       | Disclosure & Barring Service   | 6VF765704B       | 21.50              | LGA s111              | Andrew Burns DBS Check         |
| 07/02/2025       | Post Office Ltd.               | 6WL2051334       | 13.90              | LGA s111              | Postage - Culture Agendas      |
| 07/02/2025       | Canva UK Operations Ltd        | 21J886571M       | 100.65             | LGA s144              | Canva Subscription 2025/26     |
| 07/02/2025       | Swags & Tails                  | ERROR            | -160.00            | LGA s111              | Error - Wrong Cashbook         |
| 07/02/2025       | Post Office Ltd.               | ERROR            | -13.90             | LGA s111              | Error - Wrong Cashbook         |
| 07/02/2025       | Disclosure & Barring Service   | ERROR            | -21.50             | LGA s111              | Error - Wrong Cashbook         |
| 07/02/2025       | Argos                          | ERROR            | -169.99            | LGA s111              | Error - Wrong Cashbook         |
| 07/02/2025       | Canva                          | ERROR            | -100.65            | LGA s144              | Error - Wrong Cashbook         |
| 07/02/2025       | Anni Blaikie                   | TRANSFER         | 191.75             | LGA s111              | Expenses - Training Mileage    |
| 07/02/2025       | Home Bargains                  | TRANSFER         | 3.96               | LGA s111              | Expenses - Air Fresheners      |
| 10/02/2025       | B and Q                        | 606141/803       | 38.00              |                       | Green Picket Fencing           |
| 10/02/2025       | Burnetts Solicitors            | 300989/807       | 840.00             |                       | VP Tennis Courts Reiew         |
| 10/02/2025       | Business Stream                | 980407/802       | 94.18              |                       | WTCCC Water - Dec 24 to Jan 25 |
| 10/02/2025       | Cumberland Council             | 023535/761       | 7,860.73           |                       | WTC Payroll - December 2024    |
| 10/02/2025       | Gala Lights Limited            | 24476/808        | 420.00             |                       | Additional Installation Works  |
| 10/02/2025       | Gala Lights Limited            | 24445/809        | 321.60             |                       | Eyebolt Repairs Wall Brackets  |
| 10/02/2025       | Jewson Ltd                     | 150331/VAR       | 720.48             |                       | Cement and Fence Posts         |
| 10/02/2025       | Christina Norman               | 24-005/813       | 72.00              |                       | Town Hall Cleaning Jan 25      |
| 10/02/2025       | Npower Ltd                     | YQ222/VAR        | 14.31              |                       | VP Café & Lights Dec 24        |
| 10/02/2025       | Screwfix                       | 588155/VAR       | 153.05             |                       | Red/White Barrier Tape         |
| 10/02/2025       | Tivoli Group Limited           | 75143/812        | 288.00             |                       | Fill Pot Holes Siddick Allots  |
| 10/02/2025       | Travis Perkins Trading Company | 515443/VAR       | 178.05             |                       | Hire of Breaker                |
| 10/02/2025       | Water Plus                     | 088335/783       | 7.32               |                       | A/Pit Water Oct 24 to Jan 25   |
| 10/02/2025       | Watson Dairies Ltd             | 250125/801       | 22.80              |                       | Milk for Town Hall - Jan 25    |
| 10/02/2025       | WF Cascade                     | 31390/805        | 30.20              |                       | Bin bags for V/P & Air/f T/Hal |
| 10/02/2025       | W M Plant                      | 313863/VAR       | 176.21             |                       | Delivery Charge for Spares     |
| 10/02/2025       | Card Saver Limited             | 100225           | 14.22              |                       | Purchase Ledger DDR Payment    |
| 10/02/2025       | PayPal                         | 8WR1997022       | 250.00             |                       | Transfer funds to debit card   |
| 10/02/2025       | Burnetts Solicitors            | WORK49/19        | 1,188.00           |                       | P/Ledger Electronic Payment    |
| 11/02/2025       | BNP Paribas Leasing Solutions  | 528434/774       | 479.09             |                       | Lease Estates Van Jan/Feb 25   |
| 11/02/2025       | HM Land Registry               | 2007287185       | 28.00              |                       | Purchase Ledger DDR Payment    |
| 14/02/2025       | First Data Europe Limited      | Jan2025          | 53.12              |                       | Purchase Ledger DDR Payment    |
| 17/02/2025       | Amazon EU S.a.r.l. UK Branch   | 638328/832       | 8.69               |                       | Memory Card Reader             |
| 17/02/2025       | Amazon EU S.a.r.l. UK Branch   | 00AEUI/833       | 45.90              |                       | Litter Picking Bag Holders     |
| 17/02/2025       | Amazon EU S.a.r.l. UK Branch   | WUAEUI/834       | 15.34              |                       | Cereal Bars for Town Hall      |
| 17/02/2025       | Big Foot Events Limited        | 26240D/822       | 795.00             |                       | Party in Park Headline Deposit |
| 17/02/2025       | Big Foot Events Limited        | 26257D/843       | 4,650.00           |                       | Christmas Headliner Deposit    |
| 17/02/2025       | B and Q                        | 873951/823       | 71.65              |                       | Hex Wire Netting               |
| 17/02/2025       | Cumberland Council             | 385847/835       | 1,122.00           |                       | Play Area Inspections 2025     |

## List of Payments made between 01/02/2025 and 28/02/2025

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|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 17/02/2025       | Cumberland Council             | 023540/842       | 31,654.37          |                       | WTC Payroll Jan 2025           |
| 17/02/2025       | Cumberland Council             | 386529/848       | 1,118.00           |                       | Trade Waste Apr to Jun 24      |
| 17/02/2025       | FuelGenie Business Account     | 334401/814       | 127.73             |                       | Fuel - Van & Machinery Jan 25  |
| 17/02/2025       | Jewson Ltd                     | 150563/838       | 13.34              |                       | Galvanised Staples             |
| 17/02/2025       | JH Commerce Ltd                | 3IYTRI829        | 8.99               |                       | Cereal Bars for Town Hall      |
| 17/02/2025       | John Jones Training            | 0396/844         | 2,100.00           |                       | Chainsaw Training & Assessment |
| 17/02/2025       | John Jones Training            | 0397/845         | 468.00             |                       | Pesticide Training             |
| 17/02/2025       | Manx Telecom Trading Ltd       | 685542/850       | 24.01              |                       | Matrix Board Sim Cards Feb 25  |
| 17/02/2025       | Merisant UK Limited            | 8JLAJI           | 14.49              |                       | Sweeteners for Town Hall       |
| 17/02/2025       | Rinkit Limited                 | S2JTRI           | 20.99              |                       | Floating Wall Shelf            |
| 17/02/2025       | R & J Industrial Supplies Ltd  | 95413/840        | 134.72             |                       | Padlocks & Rock Salt           |
| 17/02/2025       | Screwfix                       | 914403/VAR       | 180.96             |                       | 3pc Tool Box System            |
| 17/02/2025       | S J McGuckin Ltd               | 01WYC/831        | 1,242.00           |                       | Vulcan Park Floodlight Works   |
| 17/02/2025       | Travis Perkins Trading Company | 050716/828       | 70.08              |                       | Hire of Breaker                |
| 17/02/2025       | Water Plus                     | 190125/818       | 45.81              |                       | Siddick Allots Sep 24 - Jan 25 |
| 17/02/2025       | Workington Heritage Group      | 1467/825         | 120.00             |                       | R/Hire Youth C & Clim Change   |
| 17/02/2025       | XLN Telecom Ltd                | 311977/851       | 103.81             |                       | WTCCC Phone & Broadband Mar 25 |
| 19/02/2025       | Total Energies Gas & Power     | 677965/820       | 444.19             |                       | WTCCC Gas Nov 24 to Jan 25     |
| 19/02/2025       | Total Energies Gas & Power     | 821306/821       | 298.02             |                       | WTCCC Elect Nov 24 to Jan 25   |
| 24/02/2025       | HSBC UK                        | JAN2025          | 8.00               |                       | Bank Charges Jan 2025          |
| 26/02/2025       | Business Stream                | 221811/881       | 45.56              |                       | Green Hub Water Nov 24 to Feb  |
| 26/02/2025       | Easby Orwell Ltd               | 6387/883         | 834.00             |                       | Cumbria Guides Advertisements  |
| 26/02/2025       | 999 First Aid Training         | 18/VAR           | 1,200.00           |                       | Catastrophic Bleeding Course   |
| 26/02/2025       | Firpress Ltd                   | 17357/868        | 165.24             |                       | Copier Paper                   |
| 26/02/2025       | Jewson Ltd                     | 123967/871       | 119.35             |                       | Ballast & Cement for Cran/St   |
| 26/02/2025       | Npower Ltd                     | 542103/872       | 154.96             |                       | VP Café & Lights Jan 2025      |
| 26/02/2025       | Phoenix Software Limited       | 242445/879       | 1,880.90           |                       | Office 365 Licences 2025/26    |
| 26/02/2025       | Screwfix                       | 188030/866       | 16.49              |                       | 10ltr Adblue                   |
| 26/02/2025       | Tudor Environmental            | 373869/878       | 72.23              |                       | Clearing Saw Trousers          |
| 26/02/2025       | Turtle Engineering Limited     | 2667/855         | 4,800.00           |                       | Defibrillator for Barepot      |
| 26/02/2025       | Warren Plant Hire              | 03626/853        | 1,283.00           |                       | Crane Hire for VP Lights       |
| 26/02/2025       | Warren Plant Hire              | 06630/884        | 135.00             |                       | Cherry Picker for Cable Repair |
| 26/02/2025       | Watson Dairies Ltd             | 220225/880       | 35.20              |                       | Milk for Town Hall Feb 25      |
| 28/02/2025       | Ryman Stationery               | TRANSFER         | 10.99              | LGA s111              | Expenses - Laptop Screen Wipes |
| Total Payments   |                                |                  | 69,748.27          |                       |                                |

## List of Payments made between 01/02/2025 and 28/02/2025

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 02/02/2025       | reMarkable AS                  | 8RU467173T       | 29.90              |                       | P/Ledger Electronic Payment    |
| 05/02/2025       | Micheldever Group Ltd (t/a Pro | 84U241152V       | 32.50              |                       | P/Ledger Electronic Payment    |
| 06/02/2025       | The Events Industry Forum Ltd  | 0119149154       | 30.00              |                       | P/Ledger Electronic Payment    |
| 06/02/2025       | Amazon EU S.a.r.l. UK Branch   | 7RB409762R       | 43.60              |                       | P/Ledger Electronic Payment    |
| 07/02/2025       | Swags & Tails                  | 7094020106       | 160.00             | LGA s111              | Repair of Robes                |
| 07/02/2025       | Post Office Ltd.               | 6WL2051334       | 13.90              | LGA s111              | Postage - Culture Agendas      |
| 07/02/2025       | Disclosure & Barring Service   | 6VF765704B       | 21.50              | LGA s111              | Andrew Burns DBS Check         |
| 07/02/2025       | Argos                          | 6C8691774K       | 169.99             | LGA s111              | Samsung A15 Phone              |
| 07/02/2025       | Canva                          | 21J886571M       | 100.65             | LGA s144              | Canva Subscription 2025        |
| 08/02/2025       | AB Tools Online                | 0XY9829250       | 26.72              |                       | P/Ledger Electronic Payment    |
| 08/02/2025       | Style Roses                    | TRANSFER         | 34.90              | LGA s137              | Rose Bush Lucy Sands Memorial  |
| 10/02/2025       | West Coast Composting Ltd      | 47F536741G       | 42.00              |                       | P/Ledger Electronic Payment    |
| 10/02/2025       | Lantra                         | 9M7454061D       | 90.00              |                       | P/Ledger Electronic Payment    |
| 11/02/2025       | West Coast Composting Ltd      | 7NT142302E       | 42.00              |                       | P/Ledger Electronic Payment    |
| 11/02/2025       | Amazon EU S.a.r.l. UK Branch   | 20P423934R       | -43.60             |                       | P/Ledger Electronic Payment    |
| 12/02/2025       | Amazon EU S.a.r.l. UK Branch   | 719906214C       | 45.29              |                       | P/Ledger Electronic Payment    |
| 18/02/2025       | Post Office Ltd.               | TRANSFER         | 5.20               | LGA s111              | Postage - F&GP Agendas         |
| 27/02/2025       | Post Office Ltd.               | TRANSFER         | 15.60              | LGA s111              | Postage - Full Council Agendas |
| Total Payments   |                                |                  | 860.15             |                       |                                |

**Workington Town Council Budget Monitoring Report**  
**Finance & General Purposes**

**As At**  
**31-Mar**

| Current Year 2024/25 |                  |          |              |                                  |          |              |                      |
|----------------------|------------------|----------|--------------|----------------------------------|----------|--------------|----------------------|
| Agreed Budget        | Budget Revisions | Virement | Total Budget | Actual YTD Spend as at 31-Mar-25 | Accruals | Pre-Payments | Balance at 31-Mar-25 |

| 100  | Staffing    |                |          |                |                |                |            |          |               |
|------|-------------|----------------|----------|----------------|----------------|----------------|------------|----------|---------------|
| 4000 | Salaries    | 303,560        | 0        | (3,051)        | 300,509        | 269,818        |            | 30,691   |               |
| 4010 | NI          | 30,594         | 0        | 0              | 30,594         | 25,455         |            | 5,139    |               |
| 4020 | Pension     | 59,855         | 0        | 0              | 59,855         | 52,841         |            | 7,014    |               |
| 4110 | Training    | 8,000          | 0        | 0              | 8,000          | 6,954          | 675        | 371      |               |
| 4280 | Advertising | 250            | 0        | 0              | 250            | 0              |            | 250      |               |
| 4310 | PPE         | 2,000          | 0        | 0              | 2,000          | 1,920          |            | 80       |               |
|      |             | <b>404,259</b> | <b>0</b> | <b>(3,051)</b> | <b>401,208</b> | <b>356,988</b> | <b>675</b> | <b>0</b> | <b>43,545</b> |

| 100  | Office                |               |          |              |               |               |              |                |            |
|------|-----------------------|---------------|----------|--------------|---------------|---------------|--------------|----------------|------------|
| 4120 | Telecoms & IT         | 8,500         | 0        | 3,051        | 11,551        | 5,726         | 6,200        | (1,330)        | 955        |
| 4150 | Printing & Stationery | 1,500         | 0        | 0            | 1,500         | 1,497         |              |                | 3          |
| 4180 | Postage               | 1,500         | 0        | 0            | 1,500         | 1,619         |              |                | (119)      |
| 4210 | General               | 5,000         | 0        | 0            | 5,000         | 5,937         | 8            | (596)          | (349)      |
|      |                       | <b>16,500</b> | <b>0</b> | <b>3,051</b> | <b>19,551</b> | <b>14,779</b> | <b>6,208</b> | <b>(1,927)</b> | <b>491</b> |

| 100  | Finance               |               |          |          |               |               |            |          |              |
|------|-----------------------|---------------|----------|----------|---------------|---------------|------------|----------|--------------|
| 4140 | Insurance             | 7,500         | 0        | 0        | 7,500         | 6,167         |            |          | 1,333        |
| 4200 | Audit Fees            | 3,000         | 0        | 0        | 3,000         | 2,119         | 221        |          | 660          |
| 4460 | PWLB Capital Payment  | 5,000         | 0        | 0        | 5,000         | 4,867         |            |          | 133          |
| 4470 | PWLB Interest Payment | 7,000         | 0        | 0        | 7,000         | 6,804         |            |          | 196          |
|      |                       | <b>22,500</b> | <b>0</b> | <b>0</b> | <b>22,500</b> | <b>19,957</b> | <b>221</b> | <b>0</b> | <b>2,322</b> |

| 100  | Property           |               |          |          |               |               |              |              |               |
|------|--------------------|---------------|----------|----------|---------------|---------------|--------------|--------------|---------------|
| 4190 | Repairs & Renewals | 5,000         | 0        | 0        | 5,000         | 2,305         |              |              | 2,695         |
| 4262 | Fleet Lease        | 5,500         | 0        | 0        | 5,500         | 5,735         |              | (133)        | (102)         |
| 4264 | Fleet Consumables  | 1,500         | 0        | 0        | 1,500         | 984           | 75           |              | 441           |
| 4270 | Accommodation      | 15,000        | 0        | 0        | 15,000        | 8,001         | 661          |              | 6,338         |
| 4480 | Contingency        | 65,000        | 0        | 0        | 65,000        | 20,522        | 6,965        |              | 37,513        |
|      |                    | <b>92,000</b> | <b>0</b> | <b>0</b> | <b>92,000</b> | <b>37,547</b> | <b>7,702</b> | <b>(133)</b> | <b>46,884</b> |



**Workington Town Council Budget Monitoring Report**  
**Finance & General Purposes (contd.)**

**As At**  
**31-Mar**

|            |                               | <b>Current Year 2024/25</b> |                         |                 |                     |   |                 |                     |                             |
|------------|-------------------------------|-----------------------------|-------------------------|-----------------|---------------------|---|-----------------|---------------------|-----------------------------|
|            |                               | <b>Agreed Budget</b>        | <b>Budget Revisions</b> | <b>Virement</b> | <b>Total Budget</b> | <b>Actual YTD Spend as at 31-Mar-25</b> | <b>Accruals</b> | <b>Pre-Payments</b> | <b>Balance at 31-Mar-25</b> |
| <b>100</b> | <b>Civic Governance</b>       |                             |                         |                 |                     |   |                 |                     |                             |
| 4230       | Elections                     | 6,500                       | 0                       | 0               | 6,500               | 0                                       | 6,633           |                     | (133)                       |
| 4250       | Civic Functions               | 4,000                       | 0                       | 0               | 4,000               | 4,257                                   |                 |                     | (257)                       |
| 4160       | Website and Newsletter        | 2,000                       | 0                       | 0               | 2,000               | 920                                     |                 | (630)               | 1,710                       |
| 4170       | Subscriptions and Memberships | 2,600                       | 0                       | 0               | 2,600               | 3,273                                   |                 | (377)               | (296)                       |
| 4320       | Mayoral Allowance             | 3,100                       | 0                       | 0               | 3,100               | 3,100                                   |                 |                     | 0                           |
| 4330       | Mayoral Benches               | 1,000                       | 0                       | 0               | 1,000               | 617                                     |                 |                     | 383                         |
| 4340       | Member Travel                 | 500                         | 0                       | 0               | 500                 | 0                                       |                 |                     | 500                         |
| 4350       | Robes                         | 800                         | 0                       | 0               | 800                 | 737                                     |                 |                     | 63                          |
| 4450       | Trusteeship                   | 5,000                       | 0                       | 0               | 5,000               | 1,835                                   | 5,596           | (1,830)             | (601)                       |
| 4380       | Member Development            | 750                         | 0                       | 0               | 750                 | 320                                     | (30)            |                     | 460                         |
| 4370       | Citizens Advice               | 5,000                       | 0                       | 0               | 5,000               | 0                                       | 5,000           |                     | 0                           |
| 4430       | Legal and Professional        | 10,000                      | 0                       | 0               | 10,000              | 7,101                                   |                 |                     | 2,899                       |
| 4570       | Twinning Association Support  | 2,500                       | 0                       | 0               | 2,500               | 2,500                                   |                 |                     | 0                           |
|            |                               | <b>43,750</b>               | <b>0</b>                | <b>0</b>        | <b>43,750</b>       | <b>24,660</b>                           | <b>17,199</b>   | <b>(2,837)</b>      | <b>4,728</b>                |
|            |                               | <b>579,009</b>              | <b>0</b>                | <b>0</b>        | <b>579,009</b>      | <b>453,931</b>                          | <b>32,005</b>   | <b>(4,897)</b>      | <b>97,970</b>               |

**Workington Town Council Budget Monitoring Report**  
**Sustainable Development**

**As At**  
**31-Mar**

|                                |                                | <b>Current Year 2024/25</b> |                         |                 |                     |   |                 |                     |                             |
|--------------------------------|--------------------------------|-----------------------------|-------------------------|-----------------|---------------------|---|-----------------|---------------------|-----------------------------|
|                                |                                | <b>Agreed Budget</b>        | <b>Budget Revisions</b> | <b>Virement</b> | <b>Total Budget</b> | <b>Actual YTD Spend as at 31-Mar-25</b> | <b>Accruals</b> | <b>Pre-Payments</b> | <b>Balance at 31-Mar-25</b> |
| <b>Sustainable Development</b> |                                |                             |                         |                 |                     |   |                 |                     |                             |
| 4490                           | Community Development Planning | 10,000                      | 0                       | 0               | 10,000              | 120                                     | 3,600           |                     | <b>6,280</b>                |
|                                |                                | <b>10,000</b>               | <b>0</b>                | <b>0</b>        | <b>10,000</b>       | <b>120</b>                              | <b>3,600</b>    | <b>0</b>            | <b>6,280</b>                |



**Workington Town Council Budget Monitoring Report**  
**Environment**

**As At**  
**31-Mar**

| Current Year 2024/25 |                  |          |              |                                  |          |              |                      |  |
|----------------------|------------------|----------|--------------|----------------------------------|----------|--------------|----------------------|--|
| Agreed Budget        | Budget Revisions | Virement | Total Budget | Actual YTD Spend as at 31-Mar-25 | Accruals | Pre-Payments | Balance at 31-Mar-25 |  |

|            |                        |                |               |          |                |                |              |              |
|------------|------------------------|----------------|---------------|----------|----------------|----------------|--------------|--------------|
| <b>120</b> | <b>Environment</b>     |                |               |          |                |                |              |              |
| 4700       | Street Displays        | 17,500         | 0             | 0        | 17,500         | 18,350         |              | (850)        |
| 4710       | Green Grants           | 3,000          | 0             | 0        | 3,000          | 1,300          |              | 1,700        |
| 4810       | Streetscene            | 13,500         | 0             | 0        | 13,500         | 10,038         | 4,515        | (1,053)      |
| 4725       | Estate Development     | 99,500         | 31,000        | (5,000)  | 125,500        | 122,131        |              | 3,369        |
| 4770       | Park Maintenance       | 30,000         | 0             | 5,000    | 35,000         | 32,266         | 3,205        | (902)        |
| 4820       | Allotments Maintenance | 16,000         | 0             | 0        | 16,000         | 11,924         | 869          | (11)         |
| 4730       | Nature Partnership     | 23,500         | 0             | 0        | 23,500         | 24,120         |              | (620)        |
|            |                        | <b>203,000</b> | <b>31,000</b> | <b>0</b> | <b>234,000</b> | <b>220,129</b> | <b>8,589</b> | <b>(913)</b> |

**TOTAL YEAR END**

|                |               |          |                  |                |               |                 |                |
|----------------|---------------|----------|------------------|----------------|---------------|-----------------|----------------|
| <b>986,709</b> | <b>31,000</b> | <b>0</b> | <b>1,017,709</b> | <b>864,331</b> | <b>47,209</b> | <b>(27,412)</b> | <b>133,581</b> |
|----------------|---------------|----------|------------------|----------------|---------------|-----------------|----------------|

## Workington Town Council Budget Monitoring Report

### Full Council

|                                       | Current Year 2024/25 |                  |          |                  |                                  |                     |                      |
|---------------------------------------|----------------------|------------------|----------|------------------|----------------------------------|---------------------|----------------------|
|                                       | Agreed Budget        | Budget Revisions | Virement | Total Budget     | Actual YTD Spend as at 31-Mar-25 | Year End Adjustment | Balance at 31-Mar-25 |
| <b>Finance &amp; General Purposes</b> | 579,009              | 0                | 0        | 579,009          | 453,931                          | 27,108              | <b>97,970</b>        |
| <b>Culture &amp; Community</b>        | 194,700              | 0                | 0        | 194,700          | 190,151                          | (18,586)            | <b>23,135</b>        |
| <b>Sustainable Development</b>        | 10,000               | 0                | 0        | 10,000           | 120                              | 3,600               | <b>6,280</b>         |
| <b>Environment</b>                    | 203,000              | 31,000           | 0        | 234,000          | 220,129                          | 7,676               | <b>6,195</b>         |
|                                       | <b>986,709</b>       | <b>31,000</b>    | <b>0</b> | <b>1,017,709</b> | <b>864,331</b>                   | <b>19,798</b>       | <b>133,580</b>       |

| <b>Reserves</b>                  | <b>as at 31-Mar-25</b> |                |
|----------------------------------|------------------------|----------------|
| Balance brought forward          |                        | 290,015        |
| Precept Received                 | 986,709                |                |
| All other receipts               | 109,471                |                |
| Total receipts                   |                        | 1,096,180      |
| Staff costs                      | 355,068                |                |
| Loan interest/capital repayments | 11,671                 |                |
| All other payments               | 517,389                |                |
| Total payments                   |                        | 884,128        |
| Period end balance               |                        | 502,067        |
| Minimum reserve (25% of budget)  |                        | 254,427        |
|                                  |                        | <b>247,640</b> |

## Workington Town Council Budget Monitoring Report

### Income Received 2024/25

| Current Year 2024/25 |               |                  |              |                   |                 |
|----------------------|---------------|------------------|--------------|-------------------|-----------------|
|                      | Agreed Budget | Budget Revisions | Total Budget | Actual YTD Income | Income Variance |

| Finance & General Purposes |                     |                |          |                |                  |               |
|----------------------------|---------------------|----------------|----------|----------------|------------------|---------------|
| 1076                       | Precept             | 986,709        | 0        | 986,709        | 986,709          | 0             |
| 1150                       | Income Car Park     | 1,000          | 0        | 1,000          | 1,000            | 0             |
| 1160                       | Income - Dividend   | 6,500          | 0        | 6,500          | 5,372            | (1,128)       |
| 1190                       | Mayoral Fundraising | 0              | 0        | 0              | 0                | 0             |
| 1999                       | Income - Other      | 0              | 0        | 0              | 18,002           | 18,002        |
|                            |                     | <b>994,209</b> | <b>0</b> | <b>994,209</b> | <b>1,011,083</b> | <b>16,874</b> |

| Culture & Community |                              |          |          |          |              |              |
|---------------------|------------------------------|----------|----------|----------|--------------|--------------|
| 1200                | Income - Party in the Park   | 0        | 0        | 0        | 720          | 720          |
| 1220                | Income - Theatre by the Hall | 0        | 0        | 0        | 300          | 300          |
| 1230                | Income - Christmas Festival  | 0        | 0        | 0        | 2,955        | 2,955        |
| 1265                | Income - Reach Out           | 0        | 0        | 0        | 130          | 130          |
| 1280                | Income - Festival of Running | 0        | 0        | 0        | 2,661        | 2,661        |
| 1999                | Income - Other               | 0        | 0        | 0        | 453          | 453          |
|                     |                              | <b>0</b> | <b>0</b> | <b>0</b> | <b>7,219</b> | <b>7,219</b> |

| Sustainable Development |                |          |          |          |          |          |
|-------------------------|----------------|----------|----------|----------|----------|----------|
| 1999                    | Income - Other | 0        | 0        | 0        | 0        | 0        |
|                         |                | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

| Environment |                             |              |          |              |               |               |
|-------------|-----------------------------|--------------|----------|--------------|---------------|---------------|
| 1100        | Income - Grants & Donations | 0            | 0        | 0            | 62,510        | 62,510        |
| 1310        | Income - Rents              | 8,500        | 0        | 8,500        | 14,995        | 6,495         |
| 1999        | Income - Other              | 0            | 0        | 0            | 373           | 373           |
|             |                             | <b>8,500</b> | <b>0</b> | <b>8,500</b> | <b>77,878</b> | <b>69,378</b> |

|                  |          |                  |                  |               |
|------------------|----------|------------------|------------------|---------------|
| <b>1,002,709</b> | <b>0</b> | <b>1,002,709</b> | <b>1,096,180</b> | <b>93,471</b> |
|------------------|----------|------------------|------------------|---------------|



## Income Received 2024/25

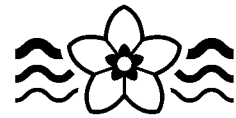
| CC  | Cost Centre                | NOM  | Nominal Code                 | Date      | Description                      | Amount   |
|-----|----------------------------|------|------------------------------|-----------|----------------------------------|----------|
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 10.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 10.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 10.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 10.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 50.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 50.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 50.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 50.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 50.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 50.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 50.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 30-Oct-24 | Christmas Lights Pitch Fee       | 50.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 06-Nov-24 | Christmas Lights Pitch Fee       | 25.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 06-Nov-24 | Christmas Lights Pitch Fee       | 10.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 11-Nov-24 | Christmas Lights Pitch Fee       | 30.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 18-Nov-24 | Christmas Lights Pitch Fee       | 10.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 18-Nov-24 | Christmas Lights Pitch Fee       | 25.00    |
| 110 | Culture & Community        | 1230 | Income - Christmas Festival  | 22-Jan-25 | Sponsorship for Lights Switch On | 2,000.00 |
| 110 | Culture & Community        | 1265 | Income - Reach Out           | 13-May-24 | Reach Out 2024 Pitch Fee         | 25.00    |
| 110 | Culture & Community        | 1265 | Income - Reach Out           | 13-May-24 | Reach Out 2024 Pitch Fee         | 25.00    |
| 110 | Culture & Community        | 1265 | Income - Reach Out           | 13-May-24 | Reach Out 2024 Pitch Fee         | 80.00    |
| 110 | Culture & Community        | 1280 | Income - Festival of Running | 11-Jul-24 | Sponsor Fest of Running Map      | 100.00   |
| 110 | Culture & Community        | 1280 | Income - Festival of Running | 11-Jul-24 | Sponsor Fest of Running Map      | 100.00   |
| 110 | Culture & Community        | 1280 | Income - Festival of Running | 23-Jul-24 | Sponsor FoR Race Numbers         | 200.00   |
| 110 | Culture & Community        | 1280 | Income - Festival of Running | 21-Aug-24 | Festival Running Registration    | 2,260.53 |
| 120 | Environment                | 1310 | Income - Rents               | 12-Apr-24 | Cranbourne Street Plot 3         | 97.74    |
| 120 | Environment                | 1310 | Income - Rents               | 30-Apr-24 | Salterbeck Plot 5, 6, 7, Bed 3   | 23.13    |
| 120 | Environment                | 1310 | Income - Rents               | 01-May-24 | Soapery Plot 20                  | 51.49    |
| 120 | Environment                | 1310 | Income - Rents               | 20-Aug-24 | Soapery Garage 9                 | 97.23    |
| 120 | Environment                | 1310 | Income - Rents               | 20-Aug-24 | Annie Pit Plot 56                | 97.04    |
| 120 | Environment                | 1310 | Income - Rents               | 24-Oct-24 | Cranbourne Street Plot 4         | 41.97    |
| 120 | Environment                | 1310 | Income - Rents               | 24-Oct-24 | Stoneleigh Plot 2                | 80.04    |
| 120 | Environment                | 1310 | Income - Rents               | 31-Oct-24 | Misc. Plots (SumUp)              | 174.17   |
| 120 | Environment                | 1310 | Income - Rents               | 31-Oct-24 | Misc. Plots (FDMS)               | 128.15   |
| 120 | Environment                | 1310 | Income - Rents               | 31-Oct-24 | Misc. Plots (HSBC)               | 885.97   |
| 120 | Environment                | 1310 | Income - Rents               | 19-Nov-24 | Misc. Plots (SumUp)              | 719.01   |
| 120 | Environment                | 1310 | Income - Rents               | 19-Nov-24 | Misc. Plots (FDMS)               | 1,928.68 |
| 120 | Environment                | 1310 | Income - Rents               | 19-Nov-24 | Misc. Plots (HSBC)               | 1,284.79 |
| 120 | Environment                | 1310 | Income - Rents               | 30-Nov-24 | Misc. Plots (SumUp)              | 110.38   |
| 120 | Environment                | 1310 | Income - Rents               | 30-Nov-24 | Misc. Plots (FDMS)               | 1,702.52 |
| 120 | Environment                | 1310 | Income - Rents               | 30-Nov-24 | Misc. Plots (HSBC)               | 1,290.22 |
| 120 | Environment                | 1310 | Income - Rents               | 31-Dec-24 | Misc. Plots (SumUp)              | 206.00   |
| 120 | Environment                | 1310 | Income - Rents               | 31-Dec-24 | Misc. Plots (FDMS)               | 1,652.36 |
| 120 | Environment                | 1310 | Income - Rents               | 31-Dec-24 | Misc. Plots (HSBC)               | 1,966.27 |
| 120 | Environment                | 1310 | Income - Rents               | 31-Jan-25 | Feenans Water Recharge           | 302.50   |
| 120 | Environment                | 1310 | Income - Rents               | 31-Jan-25 | Misc. Plots (FDMS)               | 1,095.18 |
| 120 | Environment                | 1310 | Income - Rents               | 31-Jan-25 | Misc. Plots (HSBC)               | 470.23   |
| 120 | Environment                | 1310 | Income - Rents               | 28-Feb-25 | Misc. Plots (FDMS)               | 265.13   |
| 120 | Environment                | 1310 | Income - Rents               | 31-Mar-25 | Misc. Plots (FDMS)               | 324.59   |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 01-Apr-24 | C&C Ashfield Road South (ADV)    | 4,500.00 |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 01-Apr-24 | Cumb Ashfield Road South (ADV)   | 6,500.00 |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 01-Apr-24 | GroundWorks Green Hub (ADV)      | 5,000.00 |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 03-Apr-24 | Debit card cashback bonus        | 1.05     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 10-Apr-24 | Debit card cashback bonus        | 0.04     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 17-Apr-24 | Debit card cashback bonus        | 0.53     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 24-Apr-24 | Debit card cashback bonus        | 3.00     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 01-May-24 | Debit card cashback bonus        | 1.92     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 08-May-24 | Debit card cashback bonus        | 0.21     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 15-May-24 | Debit card cashback bonus        | 0.05     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 22-May-24 | Debit card cashback bonus        | 1.80     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 29-May-24 | Debit card cashback bonus        | 1.01     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 05-Jun-24 | Debit card cashback bonus        | 0.57     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 12-Jun-24 | Debit card cashback bonus        | 0.54     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 19-Jun-24 | Debit card cashback bonus        | 0.97     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 26-Jun-24 | Debit card cashback bonus        | 0.64     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 03-Jul-24 | Debit card cashback bonus        | 0.03     |
| 100 | Finance & General Purposes | 1999 | Income - Other               | 10-Jul-24 | Debit card cashback bonus        | 1.39     |



## Income Received 2024/25

| CC  | Cost Centre                | NOM  | Nominal Code   | Date      | Description               | Amount   |
|-----|----------------------------|------|----------------|-----------|---------------------------|----------|
| 100 | Finance & General Purposes | 1999 | Income - Other | 16-Jul-24 | Workington Zebras         | 30.00    |
| 100 | Finance & General Purposes | 1999 | Income - Other | 17-Jul-24 | Debit card cashback bonus | 0.01     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 24-Jul-24 | Debit card cashback bonus | 2.80     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 31-Jul-24 | Debit card cashback bonus | 1.57     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 07-Aug-24 | Debit card cashback bonus | 0.16     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 14-Aug-24 | Debit card cashback bonus | 0.32     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 21-Aug-24 | Debit card cashback bonus | 0.10     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 28-Aug-24 | Debit card cashback bonus | 0.01     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 04-Sep-24 | Debit card cashback bonus | 0.01     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 11-Sep-24 | Debit card cashback bonus | 0.60     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 18-Sep-24 | Debit card cashback bonus | 0.15     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 25-Sep-24 | Debit card cashback bonus | 0.90     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 02-Oct-24 | Debit card cashback bonus | 0.06     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 09-Oct-24 | Debit card cashback bonus | 0.38     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 16-Oct-24 | Debit card cashback bonus | 0.24     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 23-Oct-24 | Debit card cashback bonus | 2.16     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 30-Oct-24 | Debit card cashback bonus | 0.84     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 06-Nov-24 | Debit card cashback bonus | 1.76     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 13-Nov-24 | Debit card cashback bonus | 0.21     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 20-Nov-24 | Debit card cashback bonus | 0.22     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 27-Nov-24 | Debit card cashback bonus | 0.36     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 04-Dec-24 | Debit card cashback bonus | 0.63     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 11-Dec-24 | Debit card cashback bonus | 0.59     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 18-Dec-24 | Debit card cashback bonus | 1.01     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 25-Dec-24 | Debit card cashback bonus | 2.70     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 08-Jan-25 | Debit card cashback bonus | 0.01     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 10-Jan-25 | Insurance Claim Ref. 1224 | 1,823.86 |
| 100 | Finance & General Purposes | 1999 | Income - Other | 15-Jan-25 | Debit card cashback bonus | 2.17     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 22-Jan-25 | Debit card cashback bonus | 3.82     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 29-Jan-25 | Debit card cashback bonus | 0.30     |
| 100 | Finance & General Purposes | 1999 | Income - Other | 05-Mar-25 | Debit card cashback bonus | 0.08     |

# INVOICE



Cumberland  
Council

WORKINGTON TOWN COUNCIL  
TOWN HALL  
OXFORD STREET  
WORKINGTON  
CUMBRIA  
CA14 2RS

Cumberland Council  
Parkhouse Building  
Kingmoor Business Park  
Carlisle  
Cumbria, CA6 4SJ

VAT NO: 434 5476 85

Emma Chapman, 2341  
Workington Town Council By-election recharges

## DETAILS

Invoice No: 0390557  
Invoice Date: 21-Mar-25  
Page: 1 of 1

| LINE NO | DESCRIPTION  | QTY  | UNIT PRICE | VAT RATE % | TOTAL (ex VAT) | VAT AMOUNT | AMOUNT   |
|---------|--|------|------------|------------|----------------|------------|----------|
| 1       | RECHARGES (NON VATABLE)<br>WTC by-election recharges | 1.00 | 6,633.46   | 0.00       | 6,633.46       | 0.00       | 6,633.46 |
|         |  |      |            |            | 6,633.46       | 0.00       | 6,633.46 |

ALL INVOICES STRICTLY 28 DAYS NET

For any queries regarding this invoice, please contact;

STEPHANIE SHAW

Tel: 07917506236

email: STEPHANIE.SHAW@CUMBERLAND.GOV.UK

## PAYMENT METHODS

**By BACS** : National Westminster Bank, Sort Code 55-81-37  
Account No 96595752. Cumberland Council Income Account.  
Please ensure your bank quotes our Invoice No.

**By Internet** : Pay online at [www.cumberland.gov.uk/payonline](http://www.cumberland.gov.uk/payonline)

**By Telephone** : Telephone 01228 221077  
Please send remittance advice to [remittance@cumberland.gov.uk](mailto:remittance@cumberland.gov.uk)

Our Full Terms and Conditions are available at : [www.cumberland.gov.uk/pay-sundry-debt](http://www.cumberland.gov.uk/pay-sundry-debt)

## TOTAL AMOUNT DUE £

6,633.46

## DETAILS

CUSTOMER NO: E0014276

INVOICE NO: 0390557

CG

RECEIVED

- 4 APR 2025



**Rialtas Business Solutions Ltd**

Unit 5  
Uffcott Rural Enterprise Centre  
Uffcott  
Swindon  
Wiltshire  
SN4 9NB

**Invoice To**

Workington Town Council  
Town Hall  
Oxford Street  
Workington  
CA14 2RS

**VAT Reg Number** 920 9508 27

www.rialtas.co.uk

**Invoice No** SM33022

**Invoice Date** 01/04/2025

**Customer A/c** No6066

**Ord No** Omega SL PL POP 5

| Description  | Qty  | Total  | VAT    | %   |
|--|------|--------|--------|-----|
| Software Support and Maintenance Agreement<br>For your information, the terms of your Software Support and Maintenance Agreement can be found here:<br>Rialtas_Software_Support_And_Maintenance_Agreement  |      |        |        |     |
| Support and Maintenance Invoices need to be paid. Failure to pay invoices in a timely fashion may result in support being withdrawn until any overdue payment has been made. If your invoice indicates Single User, but the software is now being used by multiple users/computers you need to inform us to ensure you are not in breach of your software license. |      |        |        |     |
| Omega Cashbook Annual Support and Maintenance Licence for 5 Users, commencing from the date of Invoice.  | 1.00 | 589.00 | 117.80 | 20% |
| Omega Sales Ledger Annual Support and Maintenance Licence for up to 5 users, commencing from the date of   | 1.00 | 235.00 | 47.00  | 20% |
| Omega Purchase Ledger Annual Support and Maintenance for up to 5 users, commencing from the date of Invoice.   | 1.00 | 235.00 | 47.00  | 20% |
| Omega Purchase Order Processing Annual Support and Maintenance for up to 5 users, commencing from the date of Invoice.   | 1.00 | 235.00 | 47.00  | 20% |

**Payment DUE DATE:**29/04/2025

For Bacs and Electronic Payments -  
HSBC

Sort Code: 40-38-04  
Account No: 25252903

Cheques may be made payable: Rialtas Business Solutions Ltd

If cheques are rejected because a wrong payee name then a £10 admin fee will be charged.

**Net** 1,294.00

**VAT** 258.80

**Gross** 1,552.80

Workington Town Council  
Town Hall  
Oxford Street  
Workington  
CA14 2RS

17th March 2025

Dear Emma,

I am writing to thank you for the continued support Workington Town Council provides for Citizens Advice Allerdale.

We are an independent local charity delivering free, confidential and independent information, advice and support services throughout Allerdale. These advice services are provided face to face or by telephone, email or webchat.

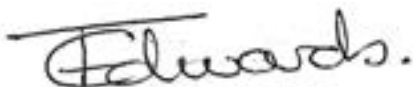
We have assisted your local residents with a range of issues including Welfare Benefits, Money Advice, Housing, Energy, Crisis Support, Employment and Relationships. I have enclosed a copy of our Key Statistics dashboard showing covering 1st April 2023 - 31st March 2024 for Workington residents and three case studies to further illustrate the impact of our work.

To deliver our services we have to raise our own funds through local councils, local and national grant funding bodies. Although members of the Citizens Advice network we are not directly funded by them.

Using a Treasury Approved Model, the table below indicates the benefits to individuals and the local community of the impact of the work carried out by Citizens Advice Allerdale.

| <b>For every £1 invested:</b>                       |               |
|---|---------------|
| For every £1, £x in fiscal benefit 2023/24          | <b>£2.38</b>  |
| For every £1, £x in public value 2023/24            | <b>£22.53</b> |
| For every £1, £x in benefits to individuals 2023/24 | <b>£10.36</b> |

Yours sincerely



Tara Edwards  
Chief Officer



# Key Statistics

03/04/2023 28/03/2024



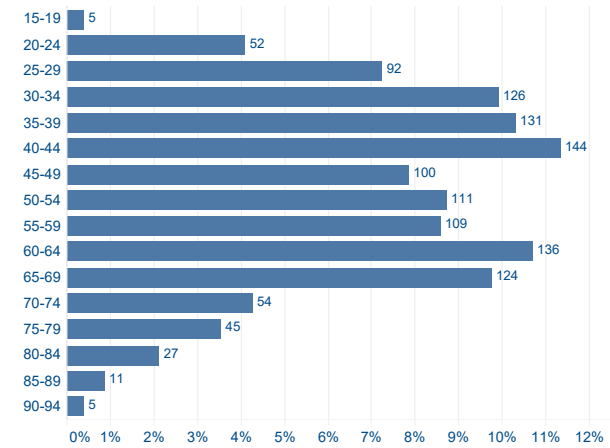
## Summary

|                                  |              |
|----------------------------------|--------------|
| <b>Clients</b>                   | <b>1,281</b> |
| <b>Quick client contacts</b>     |              |
| <b>Issues</b>                    | <b>9,290</b> |
| <b>Activities</b>                | <b>6,236</b> |
| <b>Cases</b>                     | <b>2,090</b> |
| <b>Outcomes</b>                  |              |
| Income gain                      | £1,743,804   |
| Re-imbursements, services, loans | £37,444      |
| Debts written off                | £862,594     |
| Repayments rescheduled           | £133,379     |
| Other                            | £188,170     |

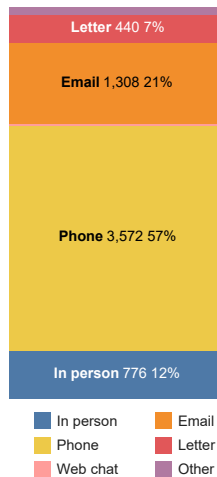
## Issues

|                                 | Issues       | Clients |
|---------------------------------|--------------|---------|
| Benefits & tax credits          | 2,425        | 559     |
| Benefits Universal Credit       | 1,268        | 299     |
| Charitable Support & Food Ban.. | 756          | 316     |
| Consumer goods & services       | 238          | 141     |
| Debt                            | 2,536        | 348     |
| Education                       | 17           | 12      |
| Employment                      | 73           | 48      |
| Financial services & capability | 550          | 152     |
| GVA & Hate Crime                | 15           | 8       |
| Health & community care         | 54           | 33      |
| Housing                         | 288          | 142     |
| Immigration & asylum            | 20           | 8       |
| Legal                           | 104          | 68      |
| Other                           | 36           | 32      |
| Relationships & family          | 167          | 96      |
| Tax                             | 25           | 21      |
| Travel & transport              | 77           | 66      |
| Utilities & communications      | 641          | 175     |
| <b>Grand Total</b>              | <b>9,290</b> |         |

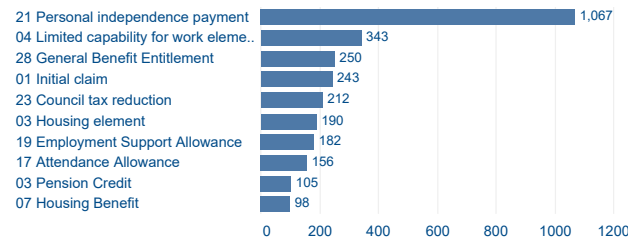
## Age



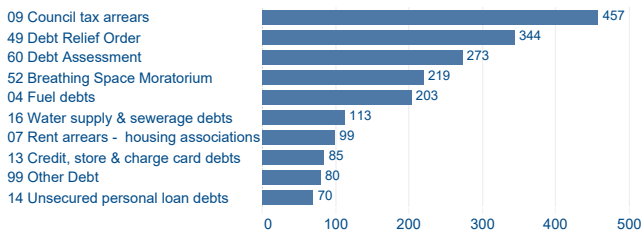
## Channel



## Top benefit issues



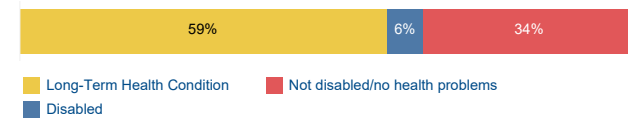
## Top debt issues



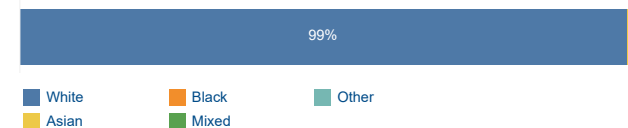
## Gender



## Disability / Long-term health



## Ethnicity



## Case Study

|  |  |
|--|--|
| <ul style="list-style-type: none"><li>● <b>Enquiry area</b></li></ul>          | <b>Benefits</b>  |
| <ul style="list-style-type: none"><li>● <b>Case Reference Number</b></li></ul> | <b>CA-212383039</b>  |
| <ul style="list-style-type: none"><li>● <b>Quote from client</b></li></ul>     | <i>This is a real game changer for us and will transform our lives. We couldn't have done this without you and wouldn't have gone through with the Appeal if you hadn't come with us</i>   |
| <ul style="list-style-type: none"><li>● <b>Background</b></li></ul>            | <i>Cl was a self employed tradesman, his wife managed the business and accounts. Cl suffered a heart attack whilst working in 2021 and was admitted to the Freemans Hospital for bypass surgery. He was unable to return to work leaving the couple without income, and completely reliant on their Working Tax Credits which ran on for 28 weeks. The couple are mortgage free and were liable for Council Tax of £41.33pw but were relying on their savings to cover their everyday expenses. These were quickly depleted</i>                  |
| <ul style="list-style-type: none"><li>● <b>What we did</b></li></ul>           | <i>Cl sought help with reporting change of circs to WTC, which was completed by way of a 3 way call and maintained their entitlement to WTC @ £90pw<br/>And ultimately when this source of income was exhausted we helped cl claim Contribution based ESA of £84.80pw which was later increased by £44.70pw,<br/>We also helped the couple claim of UC which topped up their income by £260.99pm.<br/>And also helped cl to apply for Council Tax Reduction, awarded at £41.33pw to alleviate the financial crisis caused by his ill health.</i> |

|  |  |
|--|--|
|  | <p><i>We had also helped cl to claim PiP in 2021, which was initially refused, and whilst we helped cl to challenge this decision, by Mandatory Reconsideration, it was rejected again</i></p> <p><i>We helped cl to challenge the PiP decision to an independent Tribunal and drafted and submitted an Appeal. We accompanied cl to the PiP Appeal held at the Workington Magistrates Court and advanced his case before the Tribunal. The Appeal succeeded, and he was awarded the Enhanced Rate Care of £101.75pw as well as the Standard Rate of the Mobility Component £26.90pw which was backdated to December 2021 creating a backdate of £14,408.80. Such an award also allowed his wife to claim Carers Allowance of £76.75pw which was backdated to link with cl's PiP award - her backdate was £8,596 but also allowed NI credits to be awarded to her throughout that period which will have a positive impact upon her entitlement to SRP when she reaches retirement age.</i></p> <p><i>We also helped cl to apply for a reduction of his VEL by 50% for his car and apply for the refund for the previous years entitlements.</i></p> |
| <ul style="list-style-type: none"> <li>● <b>Outcome</b></li> </ul> | <p><i>The Appeal succeeded and he was awarded Enhanced Rate Care of £101.75pw as well as the Standard Rate of the Mobility Component £26.90pw which was backdated to December 2021 creating a backdate of £14,408.80.</i></p> <p><i>We also advised cl's wife to apply for the Carers Allowance of £76.75pw which was backdated to link with cl's PiP award - her backdate was £8,596</i></p> <p><i>We also helped the couple claim of UC which topped up their income by £260.99pm.</i></p> <p><i>also helped the couple claim of UC which topped up their income by £260.99pm.</i></p>   |

|   |  |
|---|--|
|   | <p><i>These awards also allowed a further £300 COL payments through his entitlement to PiP</i></p> <p><i>A further £900 entitlement of COL payments were also secured through their entitlement to WTC then UC</i></p>   |
| <ul style="list-style-type: none"> <li>• <b>Financial gain</b></li> </ul>     | <p><b>£24,204.80 lump sum backdates with £441.23pw increased entitlement thereafter</b></p>  |
| <ul style="list-style-type: none"> <li>• <b>Non-financial gain</b></li> </ul> | <p><b>Improved quality of life from PiP payments that are continuing and provides entitlement for his wife to Carers Allowance, and consequential positive impact on her Ni credits for her SRP entitlement, potential priority for Disabled Facilities Grant, as well as an advantage toward his application for a Blue Badge. The award is due to last for 3yrs unless there is significant improvement which would require review of appropriate rate if appropriate.</b></p> |



## Case Study 2

|                              |   |
|------------------------------|---|
| <b>Enquiry area</b>          | <b>Money Advice</b>   |
| <b>Case Reference Number</b> | <b>DA-226275895</b>   |
| <b>Background</b>            | <p><i>Client attended for assistance with Money Advice - she is considering a Debt Relief Order as she wants to make a fresh start.</i></p> <p><i>During the money advice appointment the client told us she lives with her partner who has various health issues - his health issues mean she sleeps in the spare room. They have a 2 bedroom property so they are classed as under occupying by one bedroom so have 14% bedroom tax to pay. Her partner is in receipt of PIP.</i></p> <p><i>It also appeared she was paying more than the bedroom tax and she was not aware of this. She also had credit on her rent account.</i></p> |
| <b>What we did</b>           | <p><i>Advised client to contact the Council (as they get Housing Benefit) and inform them of her partner's health issues and entitlement to PIP and that her and her partner were unable to share a room due to his health issues and ask them to assess them for bedroom tax exemption.</i></p> <p><i>We contacted her landlord regarding payments and credit on her rent account and asked for clarification and for the matter to be rectified.</i></p>  |
| <b>Outcome</b>               | <p><i>Clients are now exempt from Bedroom Tax and are in receipt of full Housing Benefit.</i></p>   |

|                           |  |
|---------------------------|--|
|                           | <p><i>Clients direct debit was cancelled and any credit on the rent account was repaid to client.</i></p> <p><i>Client continued through the DRO process resulting in getting her debts written off.</i></p> |
| <b>Financial gain</b>     | <p><b>Yes - Full Housing Benefit award &amp; £123 credit from rent account.</b></p> <p><b>£2438.65 debts written off.</b></p>  |
| <b>Non-financial gain</b> | <p><b>Better understanding of her rent account/payments.</b></p>   |

### Case Study 3

|                              |  |
|------------------------------|--|
| <b>Enquiry area</b>          | <b>Benefits</b>  |
| <b>Case Reference Number</b> | <b>CA-226759503</b>  |
| <b>Quote from client</b>     | <i>No direct quotes but client very thankful with patience and understanding</i>   |
| <b>Background</b>            | <p><i>Client initially wanted some advice about a PIP assessment as she had been waiting for over a year.</i></p> <p><i>After the assessment client then made a complaint as she was not happy with the assessment and she then wanted to challenge the PIP decision as the assessment provider had acknowledged there was an error during client's assessment and it was not up to standard.</i></p>  |
| <b>What we did</b>           | <p><i>Initially gave advice about the assessment and client then phoned back to say she had spoken to the correct people and her assessment was imminent.</i></p> <p><i>After the assessment client then contacted the office as she was not happy and put in a complaint about the assessment. Client then wanted to challenge the PIP decision as it was decided before the assessment provider had acknowledged that the assessment was not up to standard.</i></p> <p><i>Spoke to the client at length who was very upset and stressed about the situation and felt aggrieved that the decision was not what she was expecting as she was trying to get higher rates due to her health</i></p> |

|                           |   |
|---------------------------|---|
|                           | <p><i>conditions deteriorating. Discussed through the PIP decision letter and went through all the activities and descriptors with the client to get her thoughts and feelings about why she disagreed with the decision. Client was panicking and sounded very stressed about it but as the conversation developed she began to calm down and felt reassured and kept thanking me for my patience and understanding.</i></p> <p><i>Completed a CRMR1 form and the client then came into the bureau the following day to check and sign. Client was so thankful for my help and she felt like a weight had been taken off her shoulders and she appreciated talking to me and felt a lot more happier with the situation.</i></p> |
| <b>Outcome</b>            | <p><i>Client felt more relaxed and less stressed about the situation and is happy to wait for the mandatory reconsideration decision. Client will come back for more support if the decision is unfavourable and we will help her to appeal the decision.</i></p>   |
| <b>Financial gain</b>     | <p><b>Standard mobility added after reconsideration £1398.80 (£26.90/week)</b></p>  |
| <b>Non-financial gain</b> | <p><b>Improved client's mental health in regards to the situation</b></p>   |

**Workington Town Council Budget Monitoring Report**  
**Finance & General Purposes**

**As At**  
**10-Apr**

|            |                       | Current Year 2025/26 |                 |                  |          |                |                                  |                       |                      |
|------------|-----------------------|----------------------|-----------------|------------------|----------|----------------|----------------------------------|-----------------------|----------------------|
|            |                       | Agreed Budget        | Brought Forward | Budget Revisions | Virement | Total Budget   | Actual YTD Spend as at 10-Apr-25 | Committed Expenditure | Balance at 10-Apr-25 |
| <b>100</b> | <b>Staffing</b>       |                      |                 |                  |          |                |                                  |                       |                      |
| 4000       | Salaries              | 307,592              | 0               | 0                | 0        | 307,592        | 0                                | 304,069               | <b>3,523</b>         |
| 4010       | NI                    | 37,696               | 0               | 0                | 0        | 37,696         | 0                                | 28,926                | <b>8,770</b>         |
| 4020       | Pension               | 55,760               | 0               | 0                | 0        | 55,760         | 0                                | 54,732                | <b>1,028</b>         |
| 4100       | Staff Mileage         | 1,000                | 0               | 0                | 0        | 1,000          | 0                                | 0                     | <b>1,000</b>         |
| 4110       | Training              | 8,000                | 0               | 0                | 0        | 8,000          | (675)                            | 0                     | <b>8,675</b>         |
| 4280       | Advertising           | 250                  | 0               | 0                | 0        | 250            | 0                                | 0                     | <b>250</b>           |
| 4310       | PPE                   | 2,000                | 0               | 0                | 0        | 2,000          | 0                                | 0                     | <b>2,000</b>         |
|            |                       | <b>412,298</b>       | <b>0</b>        | <b>0</b>         | <b>0</b> | <b>412,298</b> | <b>(675)</b>                     | <b>387,728</b>        | <b>25,245</b>        |
| <b>100</b> | <b>Office</b>         |                      |                 |                  |          |                |                                  |                       |                      |
| 4120       | Telecoms & IT         | 36,968               | 0               | 0                | 0        | 36,968         | (3,556)                          | 16,836                | <b>23,688</b>        |
| 4150       | Printing & Stationery | 1,500                | 0               | 0                | 0        | 1,500          | 0                                | 0                     | <b>1,500</b>         |
| 4180       | Postage               | 1,500                | 0               | 0                | 0        | 1,500          | 0                                | 889                   | <b>611</b>           |
| 4210       | General               | 5,000                | 0               | 0                | 0        | 5,000          | 628                              | 2,463                 | <b>1,909</b>         |
| 4125       | Marketing             | 7,000                | 0               | 0                | 0        | 7,000          | 607                              | 0                     | <b>6,393</b>         |
|            |                       | <b>51,968</b>        | <b>0</b>        | <b>0</b>         | <b>0</b> | <b>51,968</b>  | <b>(2,321)</b>                   | <b>20,188</b>         | <b>34,101</b>        |
| <b>100</b> | <b>Finance</b>        |                      |                 |                  |          |                |                                  |                       |                      |
| 4140       | Insurance             | 7,500                | 0               | 0                | 0        | 7,500          | 0                                | 6,800                 | <b>700</b>           |
| 4200       | Audit Fees            | 4,000                | 0               | 0                | 0        | 4,000          | (221)                            | 3,050                 | <b>1,171</b>         |
| 4460       | PWLB Capital Payment  | 5,200                | 0               | 0                | 0        | 5,200          | 0                                | 5,099                 | <b>101</b>           |
| 4470       | PWLB Interest Payment | 6,700                | 0               | 0                | 0        | 6,700          | 0                                | 6,572                 | <b>128</b>           |
|            |                       | <b>23,400</b>        | <b>0</b>        | <b>0</b>         | <b>0</b> | <b>23,400</b>  | <b>(221)</b>                     | <b>21,521</b>         | <b>2,100</b>         |

**Workington Town Council Budget Monitoring Report**  
**Finance & General Purposes (contd.)**

**As At**  
**10-Apr**

|            |                               | <b>Current Year 2025/26</b> |                        |                         |                 |                     |   |                              |                             |
|------------|-------------------------------|-----------------------------|------------------------|-------------------------|-----------------|---------------------|---|------------------------------|-----------------------------|
|            |                               | <b>Agreed Budget</b>        | <b>Brought Forward</b> | <b>Budget Revisions</b> | <b>Virement</b> | <b>Total Budget</b> | <b>Actual YTD Spend as at 10-Apr-25</b> | <b>Committed Expenditure</b> | <b>Balance at 10-Apr-25</b> |
| <b>100</b> | <b>Property</b>               |                             |                        |                         |                 |                     |   |                              |                             |
| 4190       | Repairs & Renewals            | 11,000                      | 0                      | 0                       | 0               | 11,000              | 0                                       | 0                            | 11,000                      |
| 4262       | Fleet Lease                   | 6,150                       | 0                      | 0                       | 0               | 6,150               | 133                                     | 5,530                        | 487                         |
| 4264       | Fleet Consumables             | 1,500                       | 0                      | 0                       | 0               | 1,500               | 0                                       | 1,000                        | 500                         |
| 4270       | Accommodation                 | 16,501                      | 0                      | 0                       | 0               | 16,501              | (7,376)                                 | 10,277                       | 13,600                      |
| 4485       | Asset Management              | 100,000                     | 0                      | 0                       | 0               | 100,000             | 0                                       | 500                          | 99,500                      |
|            |                               | <b>135,151</b>              | <b>0</b>               | <b>0</b>                | <b>0</b>        | <b>135,151</b>      | <b>(7,243)</b>                          | <b>17,307</b>                | <b>125,087</b>              |
| <b>100</b> | <b>Civic Governance</b>       |                             |                        |                         |                 |                     |   |                              |                             |
| 4230       | Elections                     | 6,500                       | 0                      | 0                       | 0               | 6,500               | (6,633)                                 | 6,633                        | 6,500                       |
| 4250       | Civic Functions               | 12,125                      | 0                      | 0                       | 0               | 12,125              | 55                                      | 500                          | 11,570                      |
| 4160       | Website                       | 2,000                       | 0                      | 0                       | 0               | 2,000               | 630                                     | 0                            | 1,370                       |
| 4170       | Subscriptions and Memberships | 3,452                       | 0                      | 0                       | 0               | 3,452               | 2,638                                   | 810                          | 3                           |
| 4320       | Mayoral Allowance             | 3,100                       | 0                      | 0                       | 0               | 3,100               | 0                                       | 3,100                        | 0                           |
| 4340       | Member Travel                 | 500                         | 0                      | 0                       | 0               | 500                 | 0                                       | 0                            | 500                         |
| 4450       | Trusteeship                   | 12,800                      | 0                      | 0                       | 0               | 12,800              | 1,830                                   | 2,670                        | 8,300                       |
| 4365       | Twinning                      | 5,000                       | 0                      | 0                       | 0               | 5,000               | 0                                       | 0                            | 5,000                       |
| 4380       | Member Development            | 750                         | 0                      | 0                       | 0               | 750                 | 0                                       | 0                            | 750                         |
| 4430       | Legal and Professional        | 10,000                      | 0                      | 0                       | 0               | 10,000              | 0                                       | 0                            | 10,000                      |
|            |                               | <b>56,227</b>               | <b>0</b>               | <b>0</b>                | <b>0</b>        | <b>56,227</b>       | <b>(1,480)</b>                          | <b>13,714</b>                | <b>43,993</b>               |
|            |                               | <b>679,044</b>              | <b>0</b>               | <b>0</b>                | <b>0</b>        | <b>679,044</b>      | <b>(11,939)</b>                         | <b>460,457</b>               | <b>230,526</b>              |

**Workington Town Council Budget Monitoring Report**  
**Sustainable Development**

**As At**  
**10-Apr**

|            |                                | <b>Current Year 2025/26</b> |                        |                         |                 |                     |   |                              |                             |
|------------|--------------------------------|-----------------------------|------------------------|-------------------------|-----------------|---------------------|---|------------------------------|-----------------------------|
|            |                                | <b>Agreed Budget</b>        | <b>Brought Forward</b> | <b>Budget Revisions</b> | <b>Virement</b> | <b>Total Budget</b> | <b>Actual YTD Spend as at 10-Apr-25</b> | <b>Committed Expenditure</b> | <b>Balance at 10-Apr-25</b> |
| <b>140</b> | <b>Sustainable Development</b> |                             |                        |                         |                 |                     |   |                              |                             |
| 4490       | Community Development Planning | 10,000                      | 0                      | 0                       | 0               | 10,000              | (3,600)                                 | 3,600                        | <b>10,000</b>               |
|            |                                | <b>10,000</b>               | <b>0</b>               | <b>0</b>                | <b>0</b>        | <b>10,000</b>       | <b>(3,600)</b>                          | <b>3,600</b>                 | <b>10,000</b>               |

**Workington Town Council Budget Monitoring Report**  
**Culture & Community**

**As At**  
**10-Apr**

|            |                                | <b>Current Year 2025/26</b> |                        |                         |                 |                     |   |                              |                             |
|------------|--------------------------------|-----------------------------|------------------------|-------------------------|-----------------|---------------------|---|------------------------------|-----------------------------|
|            |                                | <b>Agreed Budget</b>        | <b>Brought Forward</b> | <b>Budget Revisions</b> | <b>Virement</b> | <b>Total Budget</b> | <b>Actual YTD Spend as at 10-Apr-25</b> | <b>Committed Expenditure</b> | <b>Balance at 10-Apr-25</b> |
| <b>110</b> | <b>Culture &amp; Community</b> |                             |                        |                         |                 |                     |   |                              |                             |
| 4545       | Christmas                      | 90,000                      | 0                      | 0                       | 0               | 90,000              | 7,026                                   | 80,677                       | <b>2,297</b>                |
| 4595       | Youth and Social Investment    | 22,000                      | 0                      | 0                       | 0               | 22,000              | (5,980)                                 | 11,144                       | <b>16,835</b>               |
| 4655       | Festival of Running            | 10,000                      | 0                      | 0                       | 0               | 10,000              | (755)                                   | 9,902                        | <b>853</b>                  |
| 4685       | Reach Out                      | 10,000                      | 0                      | 0                       | 0               | 10,000              | 240                                     | 8,518                        | <b>1,242</b>                |
| 4652       | Party in the Park              | 25,000                      | 0                      | 0                       | 0               | 25,000              | 2,819                                   | 15,363                       | <b>6,818</b>                |
| 4650       | Cultural Celebrations          | 44,700                      | 0                      | 0                       | 0               | 44,700              | 12,481                                  | 13,501                       | <b>18,718</b>               |
| 4590       | Funding                        | 15,000                      | 0                      | 0                       | 0               | 15,000              | 0                                       | 0                            | <b>15,000</b>               |
| 4580       | Cultural Marketing             | 6,000                       | 0                      | 0                       | 0               | 6,000               | 500                                     | 5,500                        | <b>0</b>                    |
|            |                                | <b>222,700</b>              | <b>0</b>               | <b>0</b>                | <b>0</b>        | <b>222,700</b>      | <b>16,332</b>                           | <b>144,605</b>               | <b>61,763</b>               |



**Workington Town Council Budget Monitoring Report**  
**Environment**

**As At**  
**10-Apr**

|            |                          | <b>Current Year 2025/26</b> |                        |                         |                 |                     |   |                              |                             |
|------------|--------------------------|-----------------------------|------------------------|-------------------------|-----------------|---------------------|---|------------------------------|-----------------------------|
|            |                          | <b>Agreed Budget</b>        | <b>Brought Forward</b> | <b>Budget Revisions</b> | <b>Virement</b> | <b>Total Budget</b> | <b>Actual YTD Spend as at 10-Apr-25</b> | <b>Committed Expenditure</b> | <b>Balance at 10-Apr-25</b> |
| <b>120</b> | <b>Environment</b>       |                             |                        |                         |                 |                     |   |                              |                             |
| 4700       | Street Displays          | 26,000                      | 0                      | 0                       | 0               | 26,000              | 90                                      | 0                            | <b>25,910</b>               |
| 4705       | Environmental Activities | 3,000                       | 0                      | 0                       | 0               | 3,000               | 0                                       | 0                            | <b>3,000</b>                |
| 4710       | Green Grants             | 3,000                       | 0                      | 0                       | 0               | 3,000               | 0                                       | 1,608                        | <b>1,392</b>                |
| 4810       | Streetscene              | 10,000                      | 0                      | 0                       | 0               | 10,000              | (4,515)                                 | 254                          | <b>14,260</b>               |
| 4830       | Vulcan Park              | 19,000                      | 0                      | 0                       | 0               | 19,000              | 0                                       | 8,918                        | <b>10,082</b>               |
| 4840       | Play Areas               | 45,000                      | 0                      | 0                       | 0               | 45,000              | 0                                       | 0                            | <b>45,000</b>               |
| 4850       | Allotments               | 24,700                      | 0                      | 0                       | 0               | 24,700              | (815)                                   | 8,437                        | <b>17,077</b>               |
| 4860       | Estate Management        | 10,000                      | 0                      | 0                       | 0               | 10,000              | (2,278)                                 | 7,520                        | <b>4,759</b>                |
| 4870       | Estate Development       | 201,000                     | 0                      | 0                       | 0               | 201,000             | 0                                       | 105,832                      | <b>95,168</b>               |
| 4730       | Nature Partnership       | 25,500                      | 0                      | 0                       | 0               | 25,500              | 0                                       | 0                            | <b>25,500</b>               |
|            |                          | <b>367,200</b>              | <b>0</b>               | <b>0</b>                | <b>0</b>        | <b>367,200</b>      | <b>(7,518)</b>                          | <b>132,569</b>               | <b>242,148</b>              |

## **Committed Expenditure Listing for 2025/26**

| <b>Order Number</b> | <b>Month</b> | <b>Order Date</b> | <b>Supplier Name</b>                   | <b>Description</b>                          | <b>Code</b> | <b>Centre</b> | <b>Net Amount</b> | <b>Invoiced</b> | <b>Balance</b> |
|---------------------|--------------|-------------------|--|---|-------------|---------------|-------------------|-----------------|----------------|
| -                   | 1            | 01-Apr            | Cumberland Council                     | WTC Salaries                                | 4000        | 100           | 304,069.37        |                 | 304,069.37     |
| -                   | 1            | 01-Apr            | Cumberland Council                     | WTC Employers NI Contribution               | 4010        | 100           | 28,925.82         |                 | 28,925.82      |
| -                   | 1            | 01-Apr            | Cumberland Council                     | WTC Employers Pension Contribution          | 4020        | 100           | 54,732.49         |                 | 54,732.49      |
| -                   | 1            | 01-Apr            | Canva Pty. Ltd.                        | Canva Software Licence                      | 4120        | 100           | 120.00            |                 | 120.00         |
| -                   | 1            | 01-Apr            | Cumberland Council                     | ICT Maintenance & Support 24/25             | 4120        | 100           | 6,200.00          |                 | 6,200.00       |
| -                   | 1            | 01-Apr            | Cumberland Council                     | ICT Maintenance & Support 25/26             | 4120        | 100           | 6,200.00          |                 | 6,200.00       |
| -                   | 1            | 01-Apr            | Phoenix Software Limited               | Office 365 Licences 25/26                   | 4120        | 100           | 1,650.00          |                 | 1,650.00       |
| -                   | 1            | 01-Apr            | Rialtas                                | Rialtas Suite Support & Licence 2025/26     | 4120        | 100           | 1,294.00          |                 | 1,294.00       |
| -                   | 1            | 01-Apr            | Vortex Security Services               | Maintenance of CCTV System                  | 4120        | 100           | 180.00            |                 | 180.00         |
| -                   | 1            | 01-Apr            | XLN Telecom Ltd                        | WTCCC Broadband & Telephone 25/26           | 4120        | 100           | 951.61            |                 | 951.61         |
| -                   | 1            | 01-Apr            | Manx Telecom                           | SIM card                                    | 4120        | 100           | 240.00            |                 | 240.00         |
| -                   | 1            | 01-Apr            | Zurich Insurance Plc                   | WTC Premises & Liability Insurance 2025/26  | 4140        | 100           | 5,200.00          |                 | 5,200.00       |
| -                   | 1            | 01-Apr            | Zurich                                 | Vehicle Insurance                           | 4140        | 100           | 1,600.00          |                 | 1,600.00       |
| -                   | 1            | 01-Apr            | The Events Industry Forum Ltd          | Purple Guide Subscription                   | 4170        | 100           | 25.00             |                 | 25.00          |
| -                   | 1            | 01-Apr            | Living Wage Foundation                 | Employer Accreditation / Recognition        | 4170        | 100           | 69.00             |                 | 69.00          |
| -                   | 1            | 01-Apr            | Cumbria Association of Local Councils  | CALC Membership                             | 4170        | 100           | 2,141.38          | 1,598.44        | 0.00           |
| -                   | 1            | 01-Apr            | National Association of Local Councils | NALC Membership                             | 4170        | 100           | 416.00            | 662.75          | 0.00           |
| -                   | 1            | 01-Apr            | Society of Local Council Clerks        | SLCC Membership                             | 4170        | 100           | 716.40            |                 | 716.40         |
| -                   | 1            | 01-Apr            | Royal Mail                             | Meeting Agendas                             | 4180        | 100           | 428.80            |                 | 428.80         |
| -                   | 1            | 01-Apr            | Royal Mail                             | Allotment Invoices                          | 4180        | 100           | 460.35            |                 | 460.35         |
| -                   | 1            | 01-Apr            | Jean Airey                             | Internal Audit 25/26                        | 4200        | 100           | 450.00            |                 | 450.00         |
| -                   | 1            | 01-Apr            | Moores                                 | External Audit                              | 4200        | 100           | 2,600.00          |                 | 2,600.00       |
| -                   | 1            | 01-Apr            | Grenke Lleasing Ltd                    | WTCCC Printer Lease 25/26                   | 4210        | 100           | 1,788.00          |                 | 1,788.00       |
| -                   | 1            | 01-Apr            | Grenke Lleasing Ltd                    | Printer Insurance 25/26                     | 4210        | 100           | 149.00            |                 | 149.00         |
| -                   | 1            | 01-Apr            | HSBC UK                                | Bank Charges 25/26                          | 4210        | 100           | 136.00            |                 | 136.00         |
| -                   | 1            | 01-Apr            | Cumberland Council                     | WTC Payroll Admin Fee                       | 4210        | 100           | 390.00            |                 | 390.00         |
| -                   | 1            | 01-Apr            | Cumberland Council                     | Harrington By-election                      | 4230        | 100           | 6,633.46          |                 | 6,633.46       |
| -                   | 1            | 01-Apr            | Sea Cadets                             | Mace Bearer honorarium                      | 4250        | 100           | 500.00            |                 | 500.00         |
| -                   | 1            | 01-Apr            | Autoserve Ltd                          | Maintenance Agreement for Estates Van 25/26 | 4262        | 100           | 379.08            |                 | 379.08         |
| -                   | 1            | 01-Apr            | BNP Paribas Leasing Solutions Ltd      | Lease of Estates Team Van 25/26             | 4262        | 100           | 4,790.88          |                 | 4,790.88       |
| -                   | 1            | 01-Apr            | Post Office Counters                   | Vehicle Tax for Estates Van                 | 4262        | 100           | 360.00            |                 | 360.00         |
| -                   | 1            | 01-Apr            | FuelGenie Business Account             | Fuel for Estates Team Van 25/26             | 4264        | 100           | 1,000.00          |                 | 1,000.00       |
| -                   | 1            | 01-Apr            | Business Stream                        | WTCCC Water 25/26                           | 4270        | 100           | 1,302.20          |                 | 1,302.20       |
| -                   | 1            | 01-Apr            | Total Energies Gas & Power             | WTCCC Electricity 25/26                     | 4270        | 100           | 1,200.00          |                 | 1,200.00       |
| -                   | 1            | 01-Apr            | Total Energies Gas & Power             | WTCCC Gas 25/26                             | 4270        | 100           | 1,500.00          |                 | 1,500.00       |
| -                   | 1            | 01-Apr            | Cumberland Council                     | Town Hall Rent 2024/25                      | 4270        | 100           | 6,275.00          |                 | 6,275.00       |

## Committed Expenditure Listing for 2025/26

| Order Number | Month | Order Date | Supplier Name                       | Description                                | Code | Centre | Net Amount | Invoiced | Balance  |
|--------------|-------|------------|-------------------------------------|--|------|--------|------------|----------|----------|
| -            | 1     | 01-Apr     | Cumberland Council                  | Town Hall Rent 2025/26                     | 4270 | 100    |            |          | 0.00     |
| -            | 1     | 01-Apr     | Cumberland Council                  | Mayoral Allowance                          | 4320 | 100    | 3,100.00   |          | 3,100.00 |
| -            | 1     | 01-Apr     | Fine Art Restoration                | Oil Painting restoration                   | 4450 | 100    | 2,670.00   |          | 2,670.00 |
| -            | 1     | 01-Apr     | UK Debt Management Office           | Repayment of PWLB Loan Capital             | 4460 | 100    | 5,099.25   |          | 5,099.25 |
| -            | 1     | 01-Apr     | UK Debt Management Office           | Repayment of PWLB Loan Interest            | 4470 | 100    | 6,571.57   |          | 6,571.57 |
| 2346         | 1     | 01-Apr     | Beacon Fire Protection              | Fire Risk Assessment                       | 4485 | 100    | 500.00     |          | 500.00   |
| 2317         | 1     | 21-Jan     | S J McGuckin Ltd                    | Cable for VP Lights                        | 4830 | 120    | 1,140.00   | 450.00   | 690.00   |
| -            | 1     | 09-Apr     | St Mary's Church                    | Grant for community garden                 | 4710 | 120    | 1,000.00   |          | 1,000.00 |
| -            | 1     | 09-Apr     | Grow Well West Cumbria              | Grant for community garden                 | 4710 | 120    | 608.00     |          | 608.00   |
| -            | 1     | 01-Apr     | Npower Ltd                          | Street Lighting at Frostoms 25/26          | 4810 | 120    | 254.48     |          | 254.48   |
| -            | 1     | 01-Apr     | Business Stream                     | Water - Green Hub 25/26                    | 4830 | 120    | 49.43      |          | 49.43    |
| -            | 1     | 01-Apr     | Business Stream                     | Water - Vulcan Park 25/26                  | 4830 | 120    | 322.32     |          | 322.32   |
| -            | 1     | 01-Apr     | Cumberland Council                  | Pest Control - VP Bowling Bower            | 4830 | 120    | 270.00     |          | 270.00   |
| -            | 1     | 01-Apr     | Cumberland Council                  | Vulcan Park Trade Waste Collection 25/26   | 4830 | 120    | 2,704.00   |          | 2,704.00 |
| -            | 1     | 01-Apr     | Npower Ltd                          | Vulcan Park Café & Lights 25/26            | 4830 | 120    | 1,920.67   |          | 1,920.67 |
| -            | 1     | 01-Apr     | Npower Ltd                          | Vulcan Park Queen's Hut 23/24              | 4830 | 120    | 675.00     |          | 675.00   |
| -            | 1     | 01-Apr     | Npower Ltd                          | Vulcan Park Queen's Hut 24/25              | 4830 | 120    | 812.22     |          | 812.22   |
| -            | 1     | 01-Apr     | Npower Ltd                          | Vulcan Park Queen's Hut 25/26              | 4830 | 120    | 974.66     |          | 974.66   |
| 2345         | 1     | 31-Mar     | JR Bennett                          | Rotary Club Flower Bed                     | 4830 | 120    | 500.00     |          | 500.00   |
| -            | 1     | 01-Apr     | Card Saver Limited                  | Allotment Virtual Terminal Fees 25/26      | 4850 | 120    | 142.40     |          | 142.40   |
| -            | 1     | 01-Apr     | Clover (First Data Europe Limited)  | Allotment Virtual Terminal Fees 25/26      | 4850 | 120    | 599.88     |          | 599.88   |
| -            | 1     | 01-Apr     | Cumberland Council                  | Pest Control - Annie Pit 25/26             | 4850 | 120    | 1,522.52   |          | 1,522.52 |
| -            | 1     | 01-Apr     | Cumberland Council                  | Pest Control - Cranbourne Street 25/26     | 4850 | 120    | 804.32     |          | 804.32   |
| -            | 1     | 01-Apr     | Cumberland Council                  | Pest Control - Salterbeck 25/26            | 4850 | 120    | 479.84     |          | 479.84   |
| -            | 1     | 01-Apr     | Cumberland Council                  | Pest Control - Siddick 25/26               | 4850 | 120    | 541.80     |          | 541.80   |
| -            | 1     | 01-Apr     | Cumberland Council                  | Pest Control - Soapery 25/26               | 4850 | 120    | 844.20     |          | 844.20   |
| -            | 1     | 01-Apr     | Cumberland Council                  | Pest Control - Stoneleigh 25/26            | 4850 | 120    | 729.76     |          | 729.76   |
| -            | 1     | 01-Apr     | Water Plus                          | Water - Annie Pit Allotments 25/26         | 4850 | 120    | 1,462.46   |          | 1,462.46 |
| -            | 1     | 01-Apr     | Water Plus                          | Water - Cranbourne Street Allotments 25/26 | 4850 | 120    | 18.49      |          | 18.49    |
| -            | 1     | 01-Apr     | Water Plus                          | Water - Park Lane Allotments 25/26         | 4850 | 120    | 72.35      |          | 72.35    |
| -            | 1     | 01-Apr     | Water Plus                          | Water - Siddick Allotments 25/26           | 4850 | 120    | 271.26     |          | 271.26   |
| -            | 1     | 01-Apr     | Water Plus                          | Water - Stoneleigh Allotments 25/26        | 4850 | 120    | 181.08     |          | 181.08   |
| 2303         | 1     | 26-Nov     | Tivoli Group Limited                | Soapery - Remove and dispose of footbridge | 4850 | 120    | 766.80     |          | 766.80   |
| -            | 1     | 01-Apr     | Cumberland Council                  | Play Area Inspections 25/26                | 4860 | 120    | 1,418.33   |          | 1,418.33 |
| -            | 1     | 01-Apr     | FuelGenie Business Account          | Fuel for Estates Team Machinery 25/26      | 4860 | 120    | 1,345.00   |          | 1,345.00 |
| 2255         | 1     | 18-Nov     | Thomas Armstrong (Construction) Ltd | Chainsaw Repairs                           | 4860 | 120    | 250.00     |          | 250.00   |





|  |                                      |
|--|--------------------------------------|
| <b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>          | <b>Agenda<br/>Item<br/>No.<br/>9</b> |
| <b>Meeting date:</b> Tuesday 22 <sup>nd</sup> April 2025 |                                      |
| <b>From:</b> Finance Officer / DPO                       |                                      |
| <b>Title:</b> Council Income Streams & Payment Methods   |                                      |

**1. RECOMMENDATION**

Committee are to note the report for information.

**2. DETAIL**

Officers have set-up a Stripe online payment gateway as this is a requirement of the Lawn Tennis Association funding for the new tennis courts. This is the only method they will accept for their ClupSpark booking system.

However, a payment gateway is required to link into the Council's new My Council Services software so Stripe can also be used for this.

Committee to note that Officers are looking at the impact of streamlining the Council's payment methods.

Income streams for the council currently take the following forms:

| <b>Source</b> | <b>Paid By</b>   | <b>Payment Method</b> |
|---------------|--|-----------------------|
| Precept       | Cumberland Council   | Bank Transfer         |
| Grants        | Various organisations dependant on project (e.g. GDF for play areas) | Bank Transfer         |
| Dividends     | CCLA Property Fund, Pennine Community Credit Union                   | Bank Transfer         |

|                            |  |  |
|----------------------------|--|--|
| Allotment Rents            | Allotment Tenants  | Cheque<br>Debit/Credit Card<br>(Telephone or In Person)<br>PayPal<br>Bank Transfer |
| Event Pitch Fees           | Various charities and vendors  | Bank Transfer<br>Cheque<br>Debit/Credit Card<br>(Telephone or In Person)           |
| Sponsorship                | Various organisations depending on the event (e.g. Lambert Smith Hampton for Christmas lights switch on) | Bank Transfer  |
| Car Park Rent              | Lamont Pridmore  | Bank Transfer  |
| Sale of Scrap Materials    | Moss Bay Metals  | Bank Transfer  |
| Event Bookings             | Non-attendees of Science Workshops   | Online Booking   |
| PayPal Debit Card Cashback | PayPal   | 0.5% of all spend on debit card refunded to PayPal account, no fees                |

The council currently uses the following payments methods:

| <b>Method</b>                              | <b>How/Where</b>   | <b>Fees</b>  |
|--|--|--|
| Cash                                       | HSBC branch or Post Office using Business Deposit Card   | £1.50 plus 1.5% of total deposited   |
| Cheque                                     | HSBC Branch  | £1.50 plus 50p per cheque deposited  |
| Debit/Credit Card (Telephone or In Person) | Via CardSaver virtual terminal website and FDEL transaction manager, transferred daily to HSBC current account | CardSaver<br>£10.95 monthly charge plus 12p per transaction<br>FDEL<br>2p plus 0.4% of each transaction (subject to a £48.99 minimum charge per month) |
| Debit/Credit Card (In Person only)         | SumUp payment terminal, transferred daily to HSBC current account  | 1.69% of each transaction  |
| Debit/Credit Card (Online)                 | Stripe online payment gateway  | 20p plus 1.5% of each transaction  |

|                |   |   |
|----------------|---|---|
| Online Booking | Via Eventbrite online booking system, transferred daily to HSBC current account | £19.00 monthly subscription plus 59p and 6.95% of each ticket |
| PayPal         | Online payments to PayPal account   | 30p plus 2.9% of each transaction                             |
| Bank Transfer  | Direct to HSBC current account  | £8 monthly account maintenance charge                         |

### 3. BUDGET IMPLICATIONS

None currently.

# WORKINGTON TOWN COUNCIL



## Five Year Plan 2025-2030





# WORKINGTON TOWN COUNCIL



## Introduction

Workington Town Council consists of 25 elected voluntary Councillors. The chair of the Council is The Mayor.

This five-year plan outlines the priorities and strategic initiatives the council will focus on to enhance the quality of life for all residents in the town.

To deliver the plan, the Council will work closely with key partners and organisations within the town, along with funders and local government to supplement additional revenue for key projects identified as a benefit to the community.

Our goal is to create a thriving, inclusive, and sustainable community by addressing key areas such as community investment and engagement, infrastructure and public space and environmental sustainability.

## **Council's Four Priorities**

- 1. Social Investment
- 2. Community Engagement
- 3. Public Spaces & Sustainable Development
- 4. Environmental Sustainability



# 1. SOCIAL INVESTMENT



**Objective: To create long-term social and economic benefits for the community.**

- Promote public health and community safety.
- Provide support and funding for community organisations tackling poverty and disadvantage.
- Host & support inclusive events and projects which engage the people of the town and provide signposting to vital services.
- Provide core funding for anchor organisations.
- Promote Workington as a tourist destination and highlight key heritage sites, leisure and culture facilities.

# 2. COMMUNITY ENGAGEMENT



**Objective: Foster a culture of active community participation.**

- Create a digital platform for community feedback and ideas.
- Implement a regular newsletter (online and printed).
- Encourage community volunteer programs.
- Celebrate local achievements and contributions through an annual community awards event.
- Create a fully accessible website and consumer friendly portal for complaints and queries.

# 3. PUBLIC SPACES & SUSTAINABLE DEVELOPMENT



**Objective: To assist in the future development and growth of the town.**

- Conduct a comprehensive audit of key Council assets.
- Install additional benches, bins and cycle racks in key public areas.
- Identify bus stops with shelters and seating that require repair or upgrade.
- Influence transport and planning policies of the principal authority.
- Work with partners to enhance connections to blue and green spaces.
- Develop community & neighbourhood plans for the sustainability of the town.

# 4. ENVIRONMENTAL SUSTAINABILITY



**Objective: Foster an environmentally sustainable and resilient community.**

- Develop new community gardens and enhance existing allotment sites.
- Implement a tree planting initiative to increase awareness of climate change and the action required.
- Install solar powered defibrillators in key areas.
- Create and implement sustainable planting schemes to increase biodiversity.
- Provide, develop and protect open spaces for nature and sport and recreation.

# WORKINGTON TOWN COUNCIL



## Conclusion

This five-year plan is a roadmap to creating a vibrant and sustainable future for our town. The success of these initiatives relies on the active participation and collaboration of our residents, businesses, and local organisations. Together, we can build a community that we are all proud to call home.



@workingtontowncouncil



@workingtontco



@visitworkington

## **Workington Town Council**

Town Hall, Oxford Street, Workington, CA14 2RS

office@workingtontowncouncil.gov.uk

01900 702986

workingtontowncouncil.gov.uk

visitworkington.co.uk



**Workington  
Town Council**



|  |  |
|--|--|
| <b>FINANCE &amp; GENERAL PURPOSES<br/>COMMITTEE</b>      | <b>Agenda<br/>Item<br/>No.<br/><br/>11</b> |
| <b>Meeting date:</b> Tuesday 22 <sup>nd</sup> April 2025 |  |
| <b>From:</b> Chair of F & GP                             |  |
| <b>Title: Committee Structure – New Proposed DRAFT</b>   |  |

**1. RECOMMENDATION**

- a) Committee are to consider a new proposed committee structure
- b) Committee to consider new proposed terms of reference for standing committees of the Council
- c) Committee to consider a possible new sub-committee of the Finance and General Purposes Committee.

**2. DETAIL**

Committee are to consider if the continuation of the current Sustainable Development Committee is effective for Council business and member and Officer time.

The new process of how planning applications are dealt with (appendix one) and the onus on ward Councillors requesting applications to be added to meeting agendas has reduced the time of these meetings to approx. 10 mins.

Consultations and initiatives that the Council receive for comment are often last minute and do not fall in line with meeting dates and response deadlines.

It is therefore proposed that the Sustainable Development committee ceases and is replaced by a new sub-committee of the Finance and General Purposes Committee: the Strategic Development Sub-Committee.

In addition to scheduled meetings, it will allow meetings of the sub-committee to be called at short notice should a response to a consultation that will greatly affect the town be required.

The sub-committee could also be responsible for the higher-level strategic planning that is required by the Council and is not always possible in Finance and General Purposes committee meetings due to the volume of other business that needs to be covered in these meetings.

Members of the sub-committee would therefore be able to focus considerably more on the implementation and review of Council business required for the Council to progress, develop and move forward.

Members of the committee will be appointed by nomination and vote at a future Finance and General Purposes committee meeting.

Initial suggestions for sub-committee topics for discussion are:

**Strategic Development Sub-Committee**

**- Reporting to the Finance and General Purposes Committee**

- a) Monitoring progress of the Council plan.
- b) Consideration of large planning applications which will have significant impact on the town or have been requested for consideration by ward Councillors.
- c) Giving views of the Council to the responsible authority, on planning policy, licensing, highways, traffic management, parking or other related matter.
- d) Consideration of any other matter on which the Council's views may be sought by other organisations or bodies.
- e) Monitoring progress of the Council's climate action plan.
- f) Developing a Community Plan and Neighbourhood Plan.

**Supporting documents:**

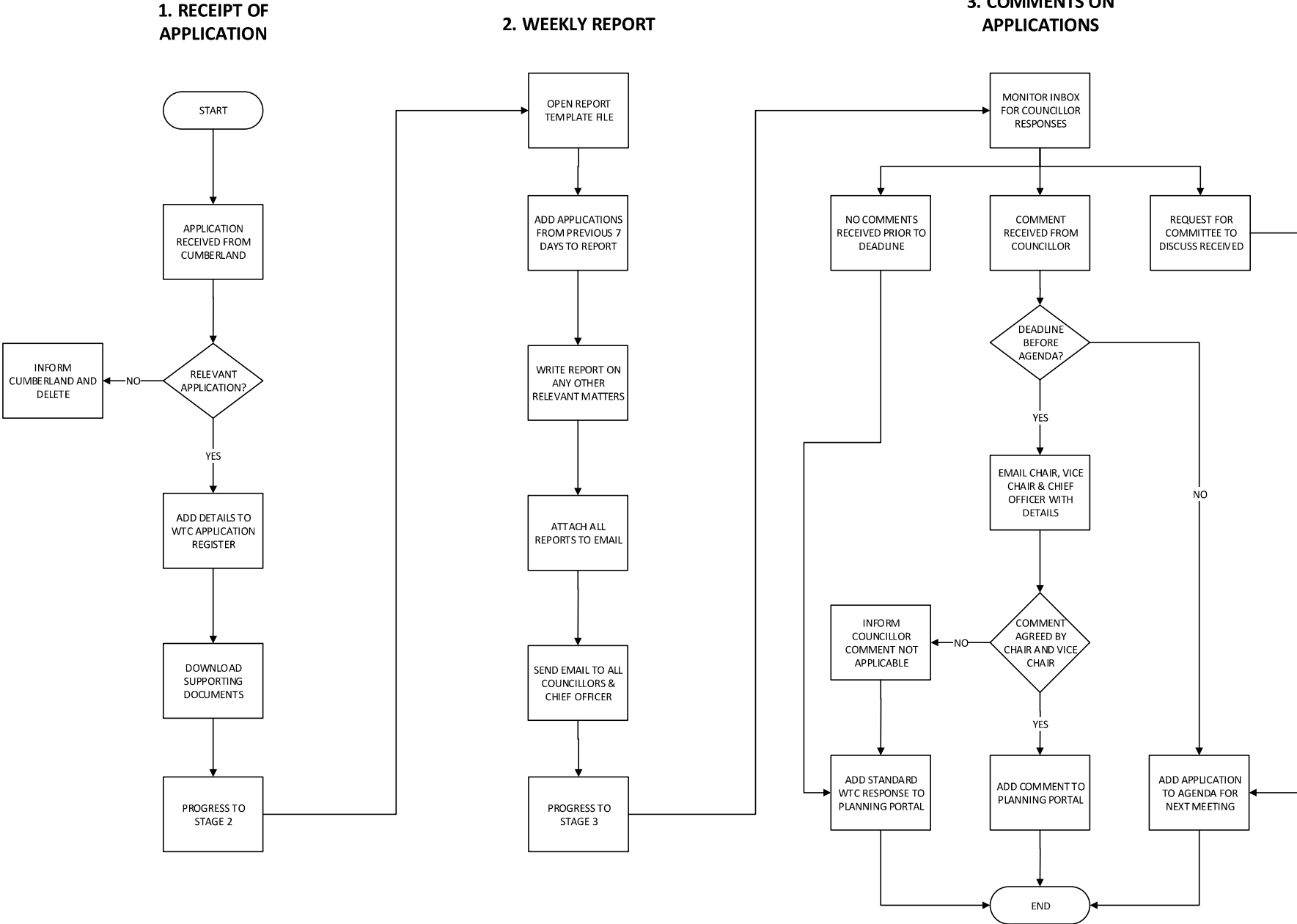
Appendix one – planning application consideration process

**3. BUDGET IMPLICATIONS**

None



# Current Planning Application Consideration Process



# Workington Town Council

Town Hall, Oxford Street, Workington, CA14 2RS  
Telephone: 01900 702986  
Email: office@workingtontowncouncil.gov.uk  
Website: www.workingtontowncouncil.gov.uk



## **Standing Committees of the Council** **Delegations and Terms of Reference**

The Council constitutes three standing committees:

1. Finance & General Purposes Committee
2. Culture & Social Investment Committee
3. Environment Committee

The Council may also from time to time constitute other committees in accordance with a resolution of the Council.

There shall be ten voting members of each standing committee. The quorum of members of a standing committee shall be four.

The Mayor and Deputy Mayor shall be ex officio, non-voting members of each standing committee.

To resign from a committee, members must write to The Mayor as Chair of the Council.

Each standing committee shall meet in accordance with the timetable of meetings approved by Council, provided that the Chair may arrange additional meetings if business so requires.

| <b>1. General Provisions:</b><br><b>All committees are subject to the following overarching provisions:</b>   |
|---|
| a) Appoint a Chair and Vice-chair at the Annual Meeting of the Council, or in the event of a casual vacancy, at the next available meeting of the Council.  |
| b) Act within the policies, regulations and financial limits approved by the Council and in line with the Code of Conduct, Standing Orders, and Financial Regulations.  |
| c) Have the power to appoint sub-committees, advisory sub-committees and working groups.  |
| d) Have the power to co-opt the attendance of other persons with interest or expertise. Such persons to be members of the committee without rights of proposal or voting on formal business, other than as provided for by the Parish and Community Councils (Committees) Regulations 1990; that is, to vote only on the management of land owned or occupied by the Council; the promotion of tourism; the management of a festival. |
| e) Report minutes of their proceedings to the next available meeting of Council.  |
| f) Consider and recommend policy in respect of their area of delegation.  |
| g) Make decisions and commit spending in accordance with the Council Plan and Annual Budget in respect of their area of delegation within the terms of Financial Regulations.   |
| h) Make recommendations to Council on spending in respect of their area of delegation where the spending exceeds delegation limits in Financial Regulations.  |

# Workington Town Council

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i) Recommend to Council any virement between budget lines within the overall budget allocated to their area of delegation.

j) Have the power to further delegate operational decisions or actions which implement policies or resolutions of the committee to the Proper Officer (who may further delegate to responsible staff members).

## **2. Finance and General Purposes Committee**

**Purpose:** To oversee the financial management, administrative functions, and general operations of the Council.

a) Determine the spending and use of the budget allocation for Finance & General Purposes within the terms of Financial Regulations and resolutions of the Council.

b) Review and make recommendation to Council on Financial Regulations and Standing Orders and compliance by the Council.

c) Support the Mayoralty, formal arrangements with other municipalities including twinning, and other matters of civic governance.

d) Oversee financial reporting, including budget monitoring and audit processes.

e) Monitor and review the capital and revenue budgets of the Council and make recommendations to Council.

f) Encourage involvement of the wider community in the Council's twinning arrangements and participate or nominate members to participate in any body established for that purpose.

g) Consider the Annual Governance and Accountability Return, receive and review audit reports and recommendations and report its findings and recommendations to Council.

h) Exercise the Council's powers and duties as a corporate charity trustee.

i) Oversee publicity and communications, including press, social media and the Council's websites.

j) Monitor the Council's compliance with the Local Council's Award standards.

k) Ensure that the Council's risk register and risk management policy is regularly reviewed.

l) Maintain and monitor the Council's policy on the management of reserves.

m) Monitor compliance with Freedom of Information and Data Protection regulations.

# Workington Town Council

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|   |
|---|
| n) Monitor and review the Council's complaints procedure.   |
| o) Ensure the provision of appropriate training and development to enable councillors to be effective community leaders.  |
| p) Monitor purchase decisions to ensure a best value for money approach in all aspects of Council activity in accordance with Financial Regulations.                                |
| q) Provide advice and guidance to the Chairs of other committees and to Council on all aspects of financial management.   |
| r) Ensure the keeping of correct and reconciled books of accounts, records, archives and administration processes.  |
| s) Review land, property, assets, and health and safety with respect to physical assets and property owned or held by the Council and ensure its proper management and maintenance. |
| t) Consider the acquisition and disposal of land, property and real estate and make recommendations to Council.   |
| u) Review the Council's arrangements for insurance.   |
| v) Monitor and plan for effect discharge of the Council's role as an employer, ensuring compliance with relevant legislation and best practice.                                     |
| w) Recommend to Council, implement and monitor a 5–10-year Council plan.  |
| x) Receive proposals from committees for the establishment of a budget to recommend the annual budget and precept for Council approval.   |
| y) Power to refer any budget request by any committee back to that Committee or to Council if it is felt that implications would be a risk to the Council.                          |
| z) Develop, review, and recommend policies and strategies for the Council.  |
| aa) To set appropriate fees and charges in relation to all Council assets, activities and initiatives.  |
| bb) To review or scrutinise decisions made by other committees, or other action taken, in connection with functions of the Council.   |

### **3. Culture & Social Investment Committee**

**Purpose:** To organise cultural events, social activities and engagement within the community. To work with anchor organisations to better the lives of the people in the town.

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|--|
| a) Determine the spending and use of the budget allocation for Culture & Community within the terms of financial regulations and resolutions of the Council. |
|--|

# 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)



|   |
|---|
| b) Plan and support community events, celebrations, and festivals.  |
| c) Develop initiatives to engage local groups, organisations, and volunteers.   |
| d) Encourage and sponsor arts, sports, cultural, technology, heritage, youth & community development activities.  |
| e) Work with the principal authority and other locally established bodies for the promotion and/management of arts, sports, culture, heritage, youth and community development. |
| f) Undertake and support activities tackling poverty and disadvantage and promote public health and community safety.   |
| g) Nominate members or request Officer representation where appropriate to other cultural and community development associations.   |
| h) Promote initiatives to enhance cultural awareness and inclusivity.   |
| i) Provide support and funding to anchor organisations to enhance and better the lives of the people within the town.   |
| j) Consider and approve grant applications in line with budget and Financial Regulations.   |

#### **4. Environment Committee**

**Purpose:** To promote environmental initiatives, maintain the local environment and public spaces.

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| a) Determine the spending and use of the budget allocation for Environment within the terms of financial regulations and resolutions of the Council.  |
| b) Be responsible for the Council's Cumbria in Bloom and/or Britain in Bloom awards entries and projects.   |
| c) Develop and implement environmental improvement projects.  |
| d) Consider matters relating to bus shelters, footway lighting, street planting, floral displays and the street scene in general. Exercising the powers and duties of the Council in relation to the built environment. |
| e) Oversee the maintenance and development of nature areas, parks, sports fields, open spaces, and planted features which fall under the Council's responsibility.  |
| f) Ensure the conservation of designated landscapes and nature reserves.  |
| g) Exercise the Council's powers and duties under the Litter Act 1983 and the Clean Neighbourhoods and Environment Act 2005.  |

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|--|
| h) Oversee maintenance and development of the Council's Allotment Estate.  |
| i) Consider and approve grant applications in line with budget and Financial Regulations.  |
| j) Jointly administer Workington Nature Partnership in association with the principal authority with the Partnership Memorandum adopted by the Councils. |
| k) Liaise with local stakeholders to address environmental concerns.   |
| l) Promote environmental awareness and sustainability within the town.   |



# Workington Town Council

## Standing Orders

Review **April 2025**

Town Hall, Oxford Street, Workington, CA14 2RS  
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Website: [www.workingtontowncouncil.gov.uk](http://www.workingtontowncouncil.gov.uk)

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*As adopted at the meeting of Full Council held on XXX (Minute Ref. XXX)*

# **Workington Town Council**

## **Standing Orders 2025 draft**

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*As adopted at the meeting of Full Council held on XXX (Minute Ref. XXX)*



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|-----------|---|
| <b>1.</b> | <b>MEETINGS GENERALLY</b>   |
| <b>a</b>  | Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.   |
| <b>b</b>  | The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.  |
| <b>c</b>  | The minimum three clear days' public notice for a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened on the request of the Chair at shorter notice.   |
| <b>d</b>  | Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.  |
| <b>e</b>  | The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.   |
| <b>f</b>  | Subject to a meeting being quorate, all <b>questions decisions</b> at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.  |
| <b>g</b>  | The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.<br><br><i>See standing orders 3h and i for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.</i>  |
| <b>h</b>  | Unless standing orders provide otherwise, voting on a <b>question decision</b> shall be by a show of hands. At the request of a Councillor present, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for, against <b>or abstained</b> . Such a request shall be made before moving on to the next item of business on the agenda.  |
| <b>i</b>  | The minutes of a meeting shall include an accurate record of the following: <ul style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of Councillors who are present and the names of Councillors who are absent;</li> <li>iii. interests that have been declared by Councillors and non-Councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;</li> </ul> |

*As adopted at the meeting of Full Council held on XXX (Minute Ref. XXX)*

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|          | <ul style="list-style-type: none"> <li>v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was public participation.</li> <li>vii. the resolutions made.</li> </ul>  |
| <b>j</b> | A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.   |
| <b>k</b> | <p>No business may be transacted at a meeting of Council unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.</p> <p><i>See the Council's terms of reference and delegation of committees for the quorum of a committee or sub-committee meeting.</i></p>  |
| <b>l</b> | If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.  |
| <b>m</b> | A meeting shall not exceed a period of two hours.  |
| <b>n</b> | <p><b>Questions and statements by members:</b></p> <ul style="list-style-type: none"> <li>i. A member of the Council <b>or member of a committee</b> may ask the Chair of a meeting any question or make a request to make a statement on any report item of a meeting submitted to the Council, whether for confirmation or for report, <b>subject to the below.</b></li> <li>ii. A member of the Council may: <ul style="list-style-type: none"> <li>a) if notice in writing, <b>containing the exact text of the question or statement</b>, has been given to the Proper Officer at least one clear working day before the meeting, ask the Chair of <b>any</b> meeting any question or make a statement on any matter in relation to which the Council <b>or Committee</b> has powers or duties <b>and <del>or</del></b> which affects the town. <b>The minimum one clear working day for notice of a question or statement does not include the day on which notice of the meeting was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.</b></li> <li>b) with the permission of the Chair <b>or Chair of any Committee</b> put to them any question or make a statement relating to urgent business of which such notice has not been given, but a copy in writing of <b>the exact text of the question or statement</b>, shall be sent to the Proper Officer not later than three o'clock in the afternoon of the day of the meeting.</li> </ul> </li> <li>iii. The question or statement <b>read</b> at the meeting by the member will be the question or statement submitted to the Proper Officer. <b>The member must</b></li> </ul> |

*As adopted at the meeting of Full Council held on XXX (Minute Ref. XXX)*

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|          | <p><b>be present at the meeting for the question or statement to be read.</b></p> <p>iv. Every question or statement, <b>submitted to the Proper Officer</b>, shall be put and answered without discussion but the person to whom a question has been put may decline to answer.</p> <p>v. An answer may take the form of:</p> <p>a) a direct oral answer,</p> <p>b) where the desired information is in a publication of the Council or other published work, a reference to that publication, or</p> <p>c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner within 10 working days.</p>  |
| <b>o</b> | <p><b>Attendance and Participation in meetings by Persons not Councillors</b></p> <p>i. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of a confidential nature of the business to be transacted or for other commercially sensitive reasons. The public's exclusion from part or all of a meeting shall be by a resolution at that meeting which shall give reasons for the public's exclusion.</p> <p>ii. the press shall be provided with reasonable facilities for the taking of their report, for all or part of a meeting at which they are entitled to be present.</p> <p>iii. The Chair may invite any Officer of the Council or any other person who may have information relevant to any items of business to give evidence and answer questions on that matter.</p>   |
| <b>p</b> | <p><b>Public Questions</b></p> <p>i. Electors who wish to ask a question at a meeting shall give notice to the Proper Officer and provide the <b>exact text of the question/s</b> it is intended to ask at least <b>one clear working day</b> before the meeting <del>no later than 12noon of the;</del> <b>which shall not include the day on which the notice of the meeting was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.</b> The question/s stated in the notice given to the Proper Officer shall be the question/s asked at the meeting. The notice given will clearly state as to which agenda item the question relates to.</p> <p>ii. The Chair <b>may permit a questioner to ask a supplementary question which must arise from the answer given, provided that no one question shall be considered for more than a maximum of three minutes and statements, which are not questions, will not be permitted. will call upon those wishing to ask a question in turn, each questioner being allowed to speak for a maximum of three minutes.</b></p> <p>iii. <b>Electors asking question/s shall address the Chair</b>, state their name and confirm they reside at an address in the Parish of Workington.</p> <p>iv. Answers to questions may take the form of:</p> |

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|   | <ul style="list-style-type: none"> <li>a) a direct oral response</li> <li>b) when the desired information is contained in a publication, a reference to that publication or</li> <li>c) when it is more convenient to do so, a written answer after the meeting <b>within 10 working days.</b></li> <li>v. Every question shall be put and answered without discussion.</li> <li>vi. Questions shall not be permitted that relate to the individual affairs of either the questioner or any other named person but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern.</li> <li>vii. The Chair shall not allow any questions that is in their opinion: <ul style="list-style-type: none"> <li>a) Defamatory, frivolous or offensive</li> <li>b) Requires the disclosure of exempt or confidential information</li> <li>c) Relates to complaints about individual Members or Officers.</li> </ul> </li> </ul> <p style="text-align: center;"><b>Annual Town Meeting</b></p> <ul style="list-style-type: none"> <li>viii. Electors wishing to speak at the <b>Annual Town Meeting</b> are not required to give notice as to the question they wish to ask.</li> <li>ix. All other standing orders regarding public participation in meetings should be followed.</li> <li>x. The Chair may interject if the topic of the question is not within the powers or control of the Council.</li> </ul>  |
| q | <p><b>Public Representations (statements)</b></p> <ul style="list-style-type: none"> <li>i. Electors who wish to make a statement at a meeting shall give notice to the Proper Officer and provide the <b>exact text of the statement</b> intended, at least <b>one clear working day</b> before the meeting <del>no later than 12noon of the;</del> <b>which shall not include the day on which the notice of the meeting was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.</b></li> <li>ii. The Chair shall report any valid notice to the meeting, which shall decide whether to permit such representation.</li> <li>iii. <b>Electors making representation shall address the Chair</b>, state their name and confirm they reside at an address in the Parish of Workington and <b>speak for a maximum of three minutes.</b></li> <li>iv. Representations shall not be permitted that relate to the individual affairs of either the <b>elector</b> or any other named person but should only relate to matters of policy or practice, i.e. matters of a general nature rather than individual concern.</li> <li>v. The Chair shall not allow any questions that is in their opinion: <ul style="list-style-type: none"> <li>a. Defamatory, frivolous or offensive</li> <li>b. Requires the disclosure of exempt or confidential information</li> </ul> </li> </ul> |

*As adopted at the meeting of Full Council held on XXX (Minute Ref. XXX)*

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|          | <p>c. Relates to complaints about individual members or Officers.</p> <p><b>Annual Town Meeting</b></p> <p>vi. Electors wishing to speak at the <b>Annual Town Meeting</b> are not required to give notice as to the statement they wish to make.</p> <p>vii. All other standing orders regarding public participation in meetings should be followed.</p> <p>viii. The Chair may interject if the topic of the statement is not within the powers or control of the Council.</p>  |
| <b>r</b> | A person who speaks shall stand and direct their comments to the Chair of the meeting. The Chair of the meeting may at any time permit a person to be seated when speaking.  |
| <b>s</b> | <p>A <b>Member</b> or person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.</p> <p><b>The Chair of the meeting should be informed before the start, that the meeting is being ‘reported’ by a Member or person present, so that members of the committee may be informed prior to the meeting starting.</b></p> <p><b><u>Part two confidential items of agendas are not permitted to be reported on.</u></b></p> |
| <b>t</b> | A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.  |

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| <b>2.</b> | <b>COMMITTEES and SUB-COMMITTEES</b>  |
| <b>a</b>  | Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee. |
| <b>b</b>  | The members of a committee, sub-committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.    |
| <b>c</b>  | Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee may be non-Councillors.                               |
| <b>d</b>  | <p>The Council may appoint standing committees or other committees as may be necessary, and:</p> <p>i. shall determine their terms of reference;</p>        |

*As adopted at the meeting of Full Council held on XXX (Minute Ref. XXX)*

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|  | <ul style="list-style-type: none"> <li>ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;</li> <li>iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;</li> <li>iv. shall, subject to standing orders 2(b) and (c), appoint members, so as to reflect so far as possible proportionality as between political groups (if any), and determine the terms of office of members of such a committee;</li> <li>v. The notified representative of a political group may give notice to the Proper Officer of group nominations to committee places allocated to the group. Members who are not in a political group shall also give notice to the Proper Officer of nominations including self-nominations to committee places allocated to such members.</li> <li>vi. may, subject to standing orders 2(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend and shall be of the same political group as the member they are replacing;</li> <li>vii. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;</li> <li>viii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;</li> <li>ix. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;</li> <li>x. shall determine if the public may participate at a meeting of a committee;</li> <li>xi. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;</li> <li>xii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and</li> <li>xiii. may dissolve a committee or a sub-committee.</li> </ul> |
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| <b>3.</b> | <b>ORDINARY COUNCIL MEETINGS</b>   |
| <b>a</b>  | In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.  |
| <b>b</b>  | In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.                        |
| <b>c</b>  | If no other time is fixed, the annual meeting of the Council shall take place at 6pm.  |
| <b>d</b>  | In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council |

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|          | decides.  |
| <b>e</b> | The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.   |
| <b>f</b> | The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.  |
| <b>g</b> | The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.   |
| <b>h</b> | In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.   |
| <b>i</b> | In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.   |
| <b>j</b> | <p>Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:</p> <ol style="list-style-type: none"> <li>i. In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair and Vice Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;</li> <li>ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;</li> <li>iii. Consideration of any questions from electors of which notice has been given;</li> <li>iv. Questions and Statements from Members <b>of which notice has been given</b>;</li> <li>v. Consideration of any motions of which notice has been given;</li> <li>vi. Receipt of the minutes of the last meeting of a committee;</li> <li>vii. Consideration of the recommendations made by a committee;</li> <li>viii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;</li> <li>ix. Review of the terms of reference for committees;</li> <li>x. Appointment of members to existing committees;</li> <li>xi. Appointment of any new committees in accordance with standing order 2;</li> <li>xii. Review and adoption of appropriate standing orders and financial</li> </ol> |

*As adopted at the meeting of Full Council held on XXX (Minute Ref. XXX)*

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|          | <p>regulations;</p> <p>xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;</p> <p>xiv. Review of representation on or work with external bodies and arrangements for reporting back;</p> <p>xv. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;</p> <p>xvi. Review of inventory of land and other assets including buildings and office equipment;</p> <p>xvii. Confirmation of arrangements for insurance cover in respect of all insurable risks;</p> <p>xviii. Review of the Council's and/or staff subscriptions to other bodies;</p> <p>xix. Review of the Council's complaints procedure;</p> <p>xx. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 12, 20 and 21</i>);</p> <p>xxi. Review of the Council's policy for dealing with the press/media;</p> <p>xxii. Review of the Council's employment policies and procedures;</p> <p>xxiii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;</p> <p>xxiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p> |
| <b>k</b> | <p>At an ordinary meeting other than the annual meeting, the business shall include</p> <p>i. Confirmation of the accuracy of the minutes of the last meeting of the Council;</p> <p>ii. Consideration of any questions from electors of which notice has been given;</p> <p>iii. Questions and Statements from Members <b>of which notice has been given</b>;</p> <p>iv. Consideration of any motions of which notice has been given;</p> <p>v. Receipt of the minutes of the last meeting of a committee;</p> <p>vi. Consideration of the recommendations made by a committee;</p> <p>vii. Receipt and consideration of reports from Outside Bodies or other arrangements in which the Council is represented which have not been delegated to a Committee for consideration.</p>   |

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| <b>4.</b> | <b>EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES</b>   |
| <b>a</b>  | The Chair of the Council may convene an extraordinary meeting of the Council at any time and public notice shall be given as for an ordinary meeting. |
| <b>b</b>  | If the Chair of the Council does not call an extraordinary meeting of the Council   |

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|          | within seven days of having been requested in writing via the Proper Officer to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors. Periods of notice shall be as for an ordinary meeting.  |
| <b>c</b> | The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time and public notice shall be given as for an ordinary meeting.   |
| <b>d</b> | If the Chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested in writing via the Proper Officer to do so by two members of the committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors. Periods of notice shall be as for an ordinary meeting.  |
| <b>e</b> | Agenda items for an extraordinary meeting, shall include only: <ul style="list-style-type: none"> <li>i. Absences</li> <li>ii. Declarations of Interest</li> <li>iii. Exclusion of Press and Public</li> <li>iv. Public Participation</li> <li>v. Public Questions of which notice has been given as per standing order 1pi</li> <li>vi. Questions and statements from Members of which notice has been given as per standing order 1nii</li> <li>vii. Motions on Notice of which notice has been given as per standing order 7</li> <li>viii. A single agenda item detailing the business, which relates to a power or duty of the council, to which the purpose of calling the meeting is for.</li> </ul> |

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| <b>5.</b> | <b>RULES OF DEBATE AT MEETINGS</b>  |
| <b>a</b>  | Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.  |
| <b>b</b>  | A motion (including an amendment) shall not be progressed unless it has been moved and seconded.  |
| <b>c</b>  | A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn. <b>Members who have submitted motions must be present in person at the meeting in which the motion is to be addressed. Motions from members who are not present will be removed from the agenda by the Chair at the start of the meeting.</b> |
| <b>d</b>  | If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.  |

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| <b>e</b> | An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.<br><br>Subject to standing order 5(i), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.  |
| <b>f</b> | If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.  |
| <b>g</b> | An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.  |
| <b>h</b> | A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.  |
| <b>i</b> | If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.  |
| <b>j</b> | One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.  |
| <b>k</b> | A Councillor may not move more than one amendment to an original or substantive motion.   |
| <b>l</b> | The mover of an amendment has no right of reply at the end of debate on it.   |
| <b>m</b> | Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.  |
| <b>n</b> | Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except: <ul style="list-style-type: none"> <li>i. to speak on an amendment moved by another Councillor;</li> <li>ii. to move or speak on another amendment if the motion has been amended since they last spoke;</li> <li>iii. to make a point of order;</li> <li>iv. to give a personal explanation; or</li> <li>v. to exercise a right of reply.</li> </ul> |
| <b>o</b> | During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.   |
| <b>p</b> | A point of order shall be decided by the Chair of the meeting and their decision  |

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|          | shall be final.  |
| <b>q</b> | When a motion is under debate, no other motion shall be moved except: <ul style="list-style-type: none"> <li>i. to amend the motion;</li> <li>ii. to proceed to the next business;</li> <li>iii. to adjourn the debate;</li> <li>iv. to put the motion to a vote;</li> <li>v. to ask a person to be no longer heard or to leave the meeting;</li> <li>vi. to refer a motion to a committee or sub-committee for consideration;</li> <li>vii. to exclude the public and press;</li> <li>viii. to adjourn the meeting; or</li> <li>ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.</li> </ul> |
| <b>r</b> | Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.   |
| <b>s</b> | Excluding motions moved under standing order 5(q), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting. Councillors wishing to speak shall raise their hand, shall speak only when called by the Chair and shall stand while speaking, provided that the Chair may permit a Councillor to sit while speaking.   |

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| <b>6.</b> | <b>DISORDERLY CONDUCT AT MEETINGS</b>  |
| <b>a</b>  | No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.  |
| <b>b</b>  | If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion. |
| <b>c</b>  | If a resolution made under standing order 6(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.   |

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| <b>7.</b> | <b>MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER</b>   |
| <b>a</b>  | A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, |

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|          | powers and obligations or an issue which specifically affects the Council's area or its residents.  |
| <b>b</b> | No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.<br><br><i>In the event of an extra-ordinary meeting, no motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its exact wording to the Proper Officer at least two clear working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.</i> |
| <b>c</b> | The Proper Officer may, before including a motion on the agenda received in accordance with standing order 7(b), correct obvious grammatical or typographical errors in the wording of the motion.  |
| <b>d</b> | If <del>the Chair Proper Officer</del> considers the wording of a motion received in accordance with standing order 7(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear <b>working</b> days before the meeting.   |
| <b>e</b> | If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected   |
| <b>f</b> | The decision of the <del>Chair Proper Officer</del> as to whether or not to include the motion on the agenda shall be final.  |
| <b>g</b> | Motions received shall be recorded and numbered in the order that they are received.  |
| <b>h</b> | Motions rejected shall be recorded with an explanation by the <del>Chair Proper Officer</del> of the reason for rejection.  |
| <b>i</b> | <i>When a motion has been considered, regardless of outcome, no similar motion may be moved for a further six months.</i>   |

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| <b>8.</b> | <b>MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE</b>  |
| <b>a</b>  | The following motions may be moved at a meeting without written notice to the Proper Officer: <ul style="list-style-type: none"> <li>i. to correct an inaccuracy in the draft minutes of a meeting;</li> <li>ii. to move to a vote;</li> <li>iii. to defer consideration of a motion;</li> <li>iv. to refer a motion to a particular committee or sub-committee;</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>v. to appoint a person to preside at a meeting;</li> <li>vi. to change the order of business on the agenda;</li> <li>vii. to proceed to the next business on the agenda;</li> <li>viii. to require a written report;</li> <li>ix. to appoint a committee or sub-committee and their members;</li> <li>x. to extend the time limits for speaking;</li> <li>xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;</li> <li>xii. to not hear further from a Councillor or a member of the public;</li> <li>xiii. to exclude a Councillor or member of the public for disorderly conduct;</li> <li>xiv. to temporarily suspend the meeting;</li> <li>xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);</li> <li>xvi. to adjourn the meeting; or</li> <li>xvii. to close the meeting.</li> </ul> |
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| <b>9.</b> | <b>DRAFT MINUTES</b>  |
| <b>a</b>  | If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.   |
| <b>b</b>  | There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 8 (ai).   |
| <b>c</b>  | The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.  |
| <b>d</b>  | <p>If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:</p> <p>“The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”</p> |
| <b>e</b>  | If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.  |
| <b>f</b>  | Subject to the publication of draft minutes in accordance with standing order 9(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which  |

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|  | approved minutes exist shall be destroyed. |
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| <b>10.</b> | <b>PREVIOUS RESOLUTIONS</b>   |
| <b>a</b>   | A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ten Councillors to be given to the Proper Officer in accordance with standing order 7, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee. |
| <b>b</b>   | When a motion moved pursuant to standing order 10 (a) has been disposed of, no similar motion may be moved for a further six months.  |

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| <b>11.</b> | <b>VOTING ON APPOINTMENTS</b>  |
| <b>a</b>   | Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting. |
| <b>b</b>   | A Councillor may nominate themselves at a meeting and prior to the meeting with at least two days' notice given to the Proper Officer. The Councillor nominating themselves or their seconder must be present at the meeting.  |

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| <b>12.</b> | <b>MANAGEMENT OF INFORMATION</b><br>See also standing order 20.   |
| <b>a</b>   | The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.  |
| <b>b</b>   | The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980). |
| <b>c</b>   | The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.  |
| <b>d</b>   | Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.  |

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| <b>13.</b> | <b>CODE OF CONDUCT AND DISPENSATIONS</b><br>See also standing order 1(k).  |
| <b>a</b>   | All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.   |
| <b>b</b>   | Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.   |
| <b>c</b>   | Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.   |
| <b>d</b>   | A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee or sub-committee for which the dispensation is required and that decision is final.  |
| <b>e</b>   | A dispensation request shall confirm: <ul style="list-style-type: none"> <li>i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;</li> <li>ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;</li> <li>iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and</li> <li>iv. an explanation as to why the dispensation is sought.</li> </ul>   |
| <b>f</b>   | Subject to standing orders 13(c) and (e), a dispensation request shall be considered at the beginning of the meeting of the Council or committee or sub-committee for which the dispensation is required.  |
| <b>g</b>   | A dispensation may be granted in accordance with standing order 13(f) if having regard to all relevant circumstances any of the following apply: <ul style="list-style-type: none"> <li>i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;</li> <li>ii. granting the dispensation is in the interests of persons living in the Council's area;</li> <li>iii. or it is otherwise appropriate to grant a dispensation.</li> </ul> |

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| <b>14.</b> | <b>CODE OF CONDUCT COMPLAINTS</b>   |
| <b>a</b>   | <del>Upon notification by the Principal Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council. The Council and all Councillors will co-operate with any investigation</del> |

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|          | <del>undertaken by the Monitoring Officer of the Principal Council</del>   |
| <b>b</b> | <del>Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).</del>          |
| <b>c</b> | <del>The Council may:<br/>i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;<br/>ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;<br/>iii. report, subject to any requirement as to confidentiality, the outcome of any investigation conducted by the Monitoring Officer.</del> |
| <b>a</b> | Upon notification by the Principal Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.   |

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| <b>15.</b> | <b>PROPER OFFICER</b>  |
| <b>a</b>   | The Proper Officer shall be either (i) the Proper Officer or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer as set out when the Proper Officer is absent.   |
| <b>b</b>   | <p>The Proper Officer shall:</p> <ol style="list-style-type: none"> <li>i. at least three clear days before a meeting of the council, a committee or a sub-committee; <ul style="list-style-type: none"> <li>• serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and</li> <li>• Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).</li> </ul> <p><i>See standing order 1(b) for the meaning of clear days for a meeting of a full council and standing order 1(c) for the meaning of clear days for a meeting of a committee;</i></p> </li> <li>ii. subject to standing order 8, include on the agenda all motions in the order received unless a Councillor has given written notice at least <b>two working three</b> days before the meeting confirming their withdrawal of it;</li> <li>iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;</li> <li>iv. facilitate inspection of the minute book by local government electors;</li> </ol> |

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|  | <ul style="list-style-type: none"> <li>v. receive and retain copies of byelaws made by other local authorities;</li> <li>vi. hold acceptance of office forms from Councillors;</li> <li>vii. hold a copy of every Councillor's register of interests;</li> <li>viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;</li> <li>ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);</li> <li>x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary; legal notices received shall be reported immediately to the Chair of Finance &amp; General Purposes Committee and to the next meeting of that committee;</li> <li>xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);</li> <li>xii. arrange for legal deeds to be executed;<br/>(see also standing order 23);</li> <li>xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;</li> <li>xiv. record every planning application notified to the Council and the Council's response to the local planning authority electronically for such purpose;</li> <li>xv. notify a planning application received by the Council to members for consideration, and if requested, to Council or the Committee with delegated responsibility for responding to planning applications.</li> <li>xvi. manage access to information about the Council via the publication scheme; and</li> <li>xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect (see also standing order 23).</li> <li>xviii. undertake the day to day administration and management of services, together with routine inspection and control,</li> <li>xix. undertake day to day supervision, control and management of all staff employed by the Council including appointment, grievance and disciplinary processes unless otherwise stated in other council policies,</li> <li>xx. authorise routine expenditure within the agreed budget,</li> </ul> |
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| <b>16.</b> | <b>RESPONSIBLE FINANCIAL OFFICER</b>   |
| <b>a</b>   | The Council shall appoint a Responsible Financial Officer and appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent. |

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| <b>17.</b> | <b>ACCOUNTING AND ACCOUNTING STATEMENTS</b> |
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| <b>a</b> | “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.   |
| <b>b</b> | All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.   |
|          | The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement to summarise: <ul style="list-style-type: none"> <li>i. the Council’s income and expenditure for each quarter;</li> <li>ii. the Council’s aggregate income and expenditure for the year to date;</li> <li>iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.</li> </ul>   |
| <b>c</b> | As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide: <ul style="list-style-type: none"> <li>i. each Councillor with a statement summarising the Council’s income and expenditure for the year to date for information; and</li> <li>ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.</li> </ul>   |
| <b>d</b> | The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June. The Report of the External Auditor shall be considered by Council on receipt. |

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| <b>18.</b> | <b>FINANCIAL CONTROLS AND PROCUREMENT</b>  |
| <b>a</b>   | The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following: <ul style="list-style-type: none"> <li>i. the keeping of accounting records and systems of internal controls;</li> <li>ii. the assessment and management of financial risks faced by the Council;</li> <li>iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually and considered by the Finance &amp; General Purposes committee on receipt;</li> <li>iv. the inspection and copying by Councillors and local electors of the</li> </ul> |

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|          | <p>Council's accounts and/or orders of payments; and</p> <p>v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.</p>  |
| <b>b</b> | Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.  |
| <b>e</b> | <del>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value more than £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).</del>  |
| <b>c</b> | <p>Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:</p> <ul style="list-style-type: none"> <li>i. a specification for the goods, materials, services or the execution of works shall be drawn up;</li> <li>ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;</li> <li>iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;</li> <li>iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;</li> <li>v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.</li> </ul> |
| <b>d</b> | Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.   |
| <b>e</b> | <b>Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.</b>   |

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| <b>19.</b> | <b>HANDLING STAFF MATTERS</b>  |
| <b>a</b>   | A matter personal to a member of staff that is being considered by a meeting of the Finance & General Purposes committee or a subcommittee is subject to standing order 12.  |
| <b>b</b>   | Subject to the Council's policy regarding absences from work, the Proper Officer shall notify the Chair of the Finance & General Purposes committee or, if they are not available, the Vice-Chair of any long-term absence that they may be aware of.  |
| <b>c</b>   | The Chair of the Finance & General Purposes committee or in their absence the Vice-Chair, shall conduct a review of the performance and annual appraisal of the work of the Proper Officer. The Finance and General Purposes Committee will be informed that the performance review and appraisal have been carried out and documentation is available upon request. |
| <b>d</b>   | Grievance and disciplinary matters will be dealt with in accordance with the Council's adopted policies.   |
| <b>e</b>   | Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.  |
| <b>f</b>   | In accordance with standing order 12(b) and if deemed appropriate by the Proper Officer, persons with line management responsibilities may have access to staff records referred to in standing order 19(a).   |

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| <b>20.</b> | <b>RESPONSIBILITIES TO PROVIDE INFORMATION</b>  |
| <b>a</b>   | In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council. |
| <b>b</b>   | The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.  |

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| <b>21.</b> | <b>RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION</b><br><i>See also standing order 12.</i><br>(Below is not an exclusive list)             |
| <b>a</b>   | The Council may appoint a Data Protection Officer.  |
| <b>b</b>   | The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data. |
| <b>c</b>   | The Council shall have a written policy in place for responding to and managing a personal data breach.   |

*As adopted at the meeting of Full Council held on XXX (Minute Ref. XXX)*

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| <b>d</b> | The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken. |
| <b>e</b> | The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.                  |
| <b>f</b> | The Council shall maintain a written record of its processing activities.   |

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| <b>22.</b> | <b>RELATIONS WITH THE PRESS/MEDIA</b>   |
| <b>a</b>   | Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media. |

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| <b>23.</b> | <b>EXECUTION AND SEALING OF LEGAL DEEDS</b><br>See also standing orders 15(b)(xii) and (xvii).  |
| <b>a</b>   | A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.  |
| <b>b</b>   | Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses. |

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| <b>24.</b> | <b>COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS</b>   |
| <b>a</b>   | An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Principal Council representing the area of the Council. |

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| <b>25.</b> | <b>RESTRICTIONS ON COUNCILLOR ACTIVITIES</b>   |
| <b>a</b>   | Unless duly authorised, no Councillor shall: <ul style="list-style-type: none"> <li>i. inspect any land and/or premises which the Council has a right or duty to inspect; or issue orders, instructions, or directions.</li> </ul> |

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| <b>26.</b> | <b>APPROVED REASONS FOR ABSENCE</b>   |
| <b>a</b>   | Where a member intends not to be present at a meeting for exceptional reasons, they may give notice to the Proper Officer, as a Motion on Notice to a meeting of Council, stating those reasons and proposing that the reasons be approved.<br><br>The proposition will be placed on the agenda of the next meeting of Council, which will determine by vote whether the reasons are or are not approved. |

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|  | Reasons for absence cannot be approved by Council for any absence prior to that Council meeting. Council may decide to consider the proposal in the absence of press and public and to class the reasons offered as confidential. |
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| <b>27.</b> | <b>URGENT MATTERS</b>  |
| <b>a</b>   | In the event of any matter arising which requires an urgent decision, the Proper Officer shall consult the Chair of the Council and along with the Chair and Vice Chair of the relevant committee, shall have delegated power to implement the special delegation procedure on behalf of the Council.  |
| <b>b</b>   | Approval of the special delegation required must be received via email or in writing by the Proper Officer before any action is taken. At least two of the three Councillors consulted must confirm approval for the action to be agreed.  |
| <b>c</b>   | Before exercising the delegated powers granted by paragraph 27a and b above, the Proper Officer and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration. |
| <b>d</b>   | Any action taken under this Scheme of Delegation procedure must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned and of Full Council.  |

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| <b>28.</b> | <b>POLITICAL GROUPS</b>   |
| <b>a</b>   | Members shall as soon as possible after being elected notify the Proper Officer as to which Political Group, if any, they belong.   |
| <b>b</b>   | The Political Groups will notify the Proper Officer of those members appointed as Leader, Deputy Leader or Representative of each Group.  |
| <b>c</b>   | Formal communication from the Political Groups relating to the conduct of the Council's business will be undertaken by the Leader/Deputy Leader/Representative of each Political Group. |

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| <b>29.</b> | <b>STANDING ORDERS GENERALLY</b>   |
| <b>a</b>   | All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration |

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|          | of an item on the agenda for a meeting.   |
| <b>b</b> | A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 7. |
| <b>c</b> | The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.   |
| <b>d</b> | The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.  |

*As adopted at the meeting of Full Council held on XXX (Minute Ref. XXX)*



# Workington Town Council Financial Regulations

April 2025

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)

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These Financial Regulations were adopted by the council at its meeting on XXX (min XXX).





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## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Proper Officer has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

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- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000; and

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Proper Officer shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Proper Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, the Finance and General Purposes Committee shall be appointed to verify bank reconciliations (for all accounts) produced by the Proper Officer/RFO. The Chair of the F & GP committee shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. Accounts and audit**

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- 3.1. All accounting procedures and financial records of the council shall be determined by the Proper Officer/RFO and the Finance and General Purposes Committee in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or

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- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Proper Officer and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than November each year, the Proper Officer/RFO and Chair of Finance and General Purposes Committee shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent committed spend and grants received for uncompleted projects may be carried forward into a new financial year (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposals to the Proper Officer/RFO for their review and that of the Finance & General Purposes Committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & General Purposes Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

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- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the relevant committee but requires approval from full council before these amendments to the budget can be actioned.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. ~~For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.~~

**For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

- 5.5. Where the estimated value is below the Government threshold, the council shall (except for items listed in paragraph 6.11) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Proper Officer shall seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. ~~For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.~~  
**For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Proper Officer shall seek at least 3 fixed-price quotes;

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

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- 5.9. Where the value is between £700 and £3,000 excluding VAT, the Proper Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. The Council may choose to enter into long term contracts with suppliers, following the required procurement process, and can do so, but should follow the same rules stated above for the approval process, based on the total amount awarded to the supplier at the end of the contract i.e. a contract awarded for £2,500 for 3 years equals £7,500 therefore can be approved by the relevant committee. A contract for £5,000 for 3 years equals £15,000 and therefore requires approval of the full council.
- 5.11. For smaller purchases (below £700), Proper Officer/RFO shall seek to achieve value for money and, if available, is authorised to use a supplier on the Council's preferred suppliers list.
- 5.12. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.13. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.14. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.15. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.16. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Proper Officer, under delegated authority, for any items below £700 excluding VAT.
  - the Proper Officer, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
  - in respect of grants/commissions/funding, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council. A completed conditions of funding form is required for payment to be made. **Approval required before the next available meeting of the committee may be approved by the Chair and Vice Chair up to the value of £500 and be reported to the next available committee meeting.**
  - the council for all items over £10,000;

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Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.17. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.18. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.19. In cases of serious risk to the delivery of council services or to public safety on council premises, the Proper Officer may authorise expenditure of up to £1,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Proper Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.20. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.21. An official purchase order, letter or email shall be issued for all work, goods and services above £700 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.22. Any ordering system can be misused and access to them shall be controlled by the Proper Officer/RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Proper Officer/RFO, and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC for its main current account, using this for all day-to-day council transactions and for managing The Mayor's fundraising activities. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Proper Officer/RFO. Where the certification of invoices is done as a batch; the signature of the Proper Officer/RFO is confirmation that all invoices listed have been 'examined, verified and certified' by the Proper Officer/RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

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- 6.5. All payments shall be made by online banking, cheque or direct debit, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance & General Purposes Committee for information only.
- 6.9. Mayor's Fundraising Activities: the Proper Officer/DPO shall ensure that all transactions relating to The Mayor's fundraising will be recorded and a reconciliation reported to The Mayor monthly. The Mayor and the Chair of the F & GP committee shall sign and date the reconciliation and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & General Purposes Committee.
- 6.10. Mayor's Fundraising Activities: the Proper Officer/DPO shall ensure an annual report is presented to council outlining the transactions within this account.
- 6.11. The Proper Officer shall have delegated authority to authorise payments only in the following circumstances:
  - i. any payments of up to £700 excluding VAT, within an agreed budget.
  - ii. payments of up to £1,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Proper Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes committee.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes committee.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Proper Officer/RFO shall be appointed as the Service Administrator but can appoint an appropriate Officer of the council (i.e., Finance Officer) to make approved payments on behalf of the Proper Officer/RFO. The bank mandate agreed by the council shall identify five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any approval process. The Proper Officer/RFO may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

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- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. Two authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.4. Evidence shall be retained showing which members approved the payments and a digital record of the transaction confirming that the payment has been made shall be stored for audit purposes.
- 7.5. A full list of all payments made in a month shall be provided to the next council and Finance & General Purposes committee meeting.
- 7.6. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.7. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.8. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members and the Proper Officer/RFO, evidence of this is retained and any payments are reported to the Finance and General Purposes Committee as part of the budget monitoring reports. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by the Proper Officer/RFO and the Finance Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.11. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised bank signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil.

These Financial Regulations were adopted by the council at its meeting on XXX (min XXX).



## 9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Proper Officer and will also be restricted to a single transaction maximum value of £700 unless authorised by council or Finance & General Purposes committee in writing before any order is placed.
- 9.2. A trade card account opened by the council will be restricted to use by appropriate Workington Town Council Officers and any other business partner approved by the Proper Officer/RFO. Accounts will allow the Council to be invoiced accordingly for spend, which will be approved as part of the standard payment approval process.
- 9.3. Personal credit or debit cards of members or staff may be used if the Council's debit card is not available, with a maximum amount of £250 including VAT, incurred in accordance with council policy.

## 10. Petty Cash

- a) The council will not maintain any form of cash float.

## 11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. Changes may be made to any employee's gross pay, emoluments, or terms and conditions of employment by the Proper Officer/RFO granted that the changes fit within the Council's agreed budget and are in line with NJC guidance.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & General Purposes committee to ensure that the correct payments have been made.
- 11.7. Any termination payments can be authorised by the Proper Officer/RFO, along with the Chair of the Council and Chair of the Finance and General Purposes Committee. A report will be supplied with regards to this spend at the next available Finance and General Purposes committee meeting.
- 11.8. Before employing interim staff, a report prepared by the Proper Officer/RFO should be considered by the Finance and General Purposes Committee.

## 12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the

These Financial Regulations were adopted by the council at its meeting on XXX (min XXX).



minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Proper Officer/RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Proper Officer/RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Proper Officer/RFO. The Proper Officer/RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the Proper Officer/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Proper Officer/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Proper Officer/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly.
- 13.7. Mayor's Fundraising Activities: where significant sums of cash are regularly received by the council, the Proper Officer/RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income received from external bodies for grants or funding to the council for specific projects and events shall be accounted for within the relevant committee's income budget line and spent against the relevant budget line allocated to the said

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project or event. Income received and grant/funding spend will be included in all budget monitoring reports.

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the Proper Officer/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Proper Officer/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. An appropriately appointed Officer shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The Proper Officer/RFO or appropriately appointed Officer shall be responsible for periodic checks of stocks and stores, at least annually.

#### **16. Assets, properties and estates**

- 16.1. The Proper Officer shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

#### **17. Insurance**

These Financial Regulations were adopted by the council at its meeting on XXX (min XXX).



- 17.1. The Proper Officer/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Proper Officer/RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances to the relevant committee.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Proper Officer.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Suspension and revision of Financial Regulations**

- 18.1. The council shall review these Financial Regulations annually and following any change of Proper Officer or RFO. The Proper Officer shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Proper Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Proper Officer in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Proper Officer in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order, to be inserted once SOs are approved] and shall refer to the terms of the Bribery Act 2010.

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- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## WORKINGTON TOWN COUNCIL ASSET REGISTER

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| Asset Reference | Description  | Identification / Serial Number | Location                       | Responsible Committee      | Group           | Date Purchased | Purchase Value | Additions / Refurbishments | Disposals | Current Value | Notes                 | Held in trust |
|-----------------|--|--------------------------------|--------------------------------|----------------------------|-----------------|----------------|----------------|----------------------------|-----------|---------------|-----------------------|---------------|
| AST001          | Aldermanic robes   |                                | Helena Thompson Museum         | Finance & General Purposes | Civic           | 1982           | 964.00         |                            |           | 964.00        |                       | Y             |
| AST002          | Aldermanic robes   |                                | Helena Thompson Museum         | Finance & General Purposes | Civic           | 1982           | 964.00         |                            |           | 964.00        |                       | Y             |
| AST003          | Aldermanic robes   |                                | Helena Thompson Museum         | Finance & General Purposes | Civic           | 1982           | 964.00         |                            |           | 964.00        |                       | Y             |
| AST004          | Aldermanic robes   |                                | Helena Thompson Museum         | Finance & General Purposes | Civic           | 1982           | 964.00         |                            |           | 964.00        |                       | Y             |
| AST005          | Aldermanic robes   |                                | Helena Thompson Museum         | Finance & General Purposes | Civic           | 1982           | 964.00         |                            |           | 964.00        |                       | Y             |
| AST006          | Aldermanic robes   |                                | Helena Thompson Museum         | Finance & General Purposes | Civic           | 1982           | 964.00         |                            |           | 964.00        |                       | Y             |
| AST007          | Aldermanic robes   |                                | Helena Thompson Museum         | Finance & General Purposes | Civic           | 1982           | 964.00         |                            |           | 964.00        |                       | Y             |
| AST008          | Aldermanic robes   |                                | Helena Thompson Museum         | Finance & General Purposes | Civic           | 1982           | 964.00         |                            |           | 964.00        |                       | Y             |
| AST009          | Workington Town Council Mace                               |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 94,500.00      |                            |           | 94,500.00     | Historic importance   | Y             |
| AST010          | Allerdale Borough Council Deputy Mayor's cartouche         |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 4,550.00       |                            |           | 4,550.00      | Historic importance   | Y             |
| AST011          | Allerdale Borough Council Deputy Mayor's Consort cartouche |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 4,500.00       |                            |           | 4,500.00      | Historic importance   | Y             |
| AST012          | Allotments   | LR Title CU259421              | Soapery                        | Environment                | Land & Property | 2011           | 1.00           |                            |           | 1.00          |                       | N             |
| AST013          | Allotments   | LR Title CU132607              | Newlands Lane Allotments       | Environment                | Land & Property | 2015           | 1.00           |                            |           | 1.00          |                       | N             |
| AST014          | Allotments   | LR Title CU133557              | Park Lane Allotments           | Environment                | Land & Property | 2015           | 1.00           |                            |           | 1.00          |                       | N             |
| AST015          | Allotments   | LR Title CU134365              | Annie Pit & Feenans Allotments | Environment                | Land & Property | 2015           | 1.00           |                            |           | 1.00          |                       | N             |
| AST016          | Allotments   | LR Title CU134472              | Rosehill Allotments            | Environment                | Land & Property | 2015           | 1.00           |                            |           | 1.00          |                       | N             |
| AST017          | Allotments   | LR Title CU145260              | Cranbourne Street Allotments   | Environment                | Land & Property | 2015           | 1.00           |                            |           | 1.00          |                       | N             |
| AST018          | Allotments   | LR Title CU145263              | Wesley Street Allotments       | Environment                | Land & Property | 2015           | 1.00           |                            |           | 1.00          |                       | N             |
| AST019          | Allotments   | LR Title CU290211              | Siddick Allotments             | Environment                | Land & Property | 2015           | 1.00           |                            |           | 1.00          |                       | N             |
| AST020          | Beacon (Duffield)  |                                | Vulcan Park                    | Finance & General Purposes | Monuments       | 14-Jun-05      | Unknown        |                            |           | 0.00          | Historic importance   | N             |
| AST021          | Bench  |                                | Harrington                     | Environment                | Seating         | 2019           | 785.00         |                            |           | 785.00        |                       | N             |
| AST022          | Bus Shelter  |                                | Moss Bay Road                  | Environment                | Bus Shelter     | 2021           | 5,535.00       |                            |           | 5,535.00      |                       | N             |
| AST023          | Cenotaph   |                                | Vulcan Park                    | Finance & General Purposes | Monuments       | 1928           | Unknown        |                            |           | 0.00          | Historic importance   | N             |
| AST024          | Ceremonial Key   |                                | Helena Thompson Museum         | Finance & General Purposes | Civic           | 1982           | 1,363.00       |                            |           | 1,363.00      | Historic importance   | Y             |
| AST025          | Chains - Deputy Mayor                                      |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 29,974.00      |                            |           | 29,974.00     | Historic importance   | Y             |
| AST026          | Chains - Mayor   |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 63,900.00      |                            |           | 63,900.00     | Historic importance   | Y             |
| AST027          | Chains - Mayor's consort                                   |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 27,500.00      |                            |           | 27,500.00     | Historic importance   | Y             |
| AST028          | Civic Robe   |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 714.29         |                            | 714.29    | 0.00          | Irreparable condition | Y             |
| AST029          | Civic Robe   |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 714.29         |                            | 714.29    | 0.00          | Irreparable condition | Y             |
| AST030          | Civic Robe   |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 714.29         |                            |           | 714.29        |                       | Y             |
| AST031          | Civic Robe   |                                | Town Hall, Oxford Street       | Finance & General Purposes | Civic           | 1982           | 714.29         |                            |           | 714.29        |                       | Y             |



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|-----------------|-------------|--------------------------------|--------------------------|----------------------------|-------|----------------|----------------|----------------------------|-----------|---------------|-------|---------------|
| AST032          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST033          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST034          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST035          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST036          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST037          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST038          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST039          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST040          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST041          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST042          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST043          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST044          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST045          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST046          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST047          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST048          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST049          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST050          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST051          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST052          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST053          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST054          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 2024           | 560.00         |                            |           | 560.00        |       | Y             |
| AST055          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST056          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |
| AST057          | Civic Robe  |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic | 1982           | 714.29         |                            |           | 714.29        |       | Y             |

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|-----------------|---|---------------------------------|-----------------------------------|----------------------------|----------------------|----------------------|----------------|----------------------------|-----------|---------------|-----------------------|---------------|
| AST058          | Civic Robe                                      |                                 | Town Hall, Oxford Street          | Finance & General Purposes | Civic                | 1982                 | 714.29         |                            |           | 714.29        |                       | Y             |
| AST059          | Clerk Robe                                      |                                 | Town Hall, Oxford Street          | Finance & General Purposes | Civic                | 1982                 | 714.29         |                            | 714.29    | 0.00          | Irreparable condition | Y             |
| AST060          | Clerk Robe                                      |                                 | Town Hall, Oxford Street          | Finance & General Purposes | Civic                | 1982                 | 714.29         |                            |           | 714.29        |                       | Y             |
| AST061          | Close Circuit Television Cameras (CCTV)         |                                 | Vulcan Park                       | Environment                | Land & Property      | 01/04/2023<br>5/4/23 | 15,341.00      | 1,418.00                   |           | 16,759.00     |                       | N             |
| AST062          | Community Garden                                | LR Title CU131422               | Wastwater Avenue                  | Environment                | Land & Property      | 2015                 | 1.00           |                            |           | 1.00          |                       | N             |
| AST063          | Community Garden                                | LR Title CU213339               | Salterbeck Community Garden       | Environment                | Land & Property      | 2015                 | 1.00           |                            |           | 1.00          |                       | N             |
| AST064          | Defibrillator                                   |                                 | Briery, Stainburn                 | Environment                | Equipment            | 2022                 | 1,240.00       |                            |           | 1,240.00      |                       | N             |
| AST065          | Defibrillator                                   |                                 | Galloping Horse                   | Environment                | Equipment            | 2022                 | 1,390.00       |                            |           | 1,390.00      |                       | N             |
| AST066          | Defibrillator                                   |                                 | Harrington Fishing & Sailing Club | Environment                | Equipment            | 2022                 | 1,390.00       |                            |           | 1,390.00      |                       | N             |
| AST067          | Defibrillator                                   |                                 | Northside                         | Environment                | Equipment            | 2024                 | 1,370.00       |                            |           | 1,370.00      |                       | N             |
| AST068          | Defibrillator                                   |                                 | Princess Street Community Centre  | Environment                | Equipment            | 2022                 | 1,240.00       |                            |           | 1,240.00      |                       | N             |
| AST069          | Defibrillator                                   |                                 | St Mary's Church, Westfield       | Environment                | Equipment            | 2024                 | 1,500.00       |                            |           | 1,500.00      |                       | N             |
| AST070          | Display photographs of all mayors of Workington |                                 | Princess Street Community Centre  | Finance & General Purposes | Civic                | 2022                 | 1.00           |                            |           | 1.00          | Historic importance   | Y             |
| AST071          | Edging Machine (Bush Ranger Edger E35)          |                                 | Vulcan Park                       | Environment                | Estates<br>Equipment | 24-Apr-19            | 1,249.00       |                            | 1,249.00  | 0.00          |                       | N             |
| AST072          | Finger posts Town Centre                        |                                 | Coastline                         | Environment                | Signage              | 2014                 | Unknown        |                            |           | 0.00          |                       | N             |
| AST073          | Finger posts Town Centre                        |                                 | Outside 02                        | Environment                | Signage              | 2014                 | 1.00           |                            |           | 1.00          |                       | N             |
| AST074          | Finger posts Town Centre                        |                                 | Outside HSBC                      | Environment                | Signage              | 2014                 | Unknown        |                            |           | 0.00          |                       | N             |
| AST075          | Finger posts Town Centre                        |                                 | Outside Natwest                   | Environment                | Signage              | 2014                 | Unknown        |                            |           | 0.00          |                       | N             |
| AST076          | Finger posts Town Centre                        |                                 | Pow St/Murray Road                | Environment                | Signage              | 2014                 | Unknown        |                            |           | 0.00          |                       | N             |
| AST077          | Football Posts                                  |                                 | Harrington Marina Play Area       | Environment                | Play Areas           | 2021                 | 932.00         |                            |           | 932.00        |                       | N             |
| AST078          | Football Posts                                  |                                 | Vulcan Park                       | Environment                | Play Areas           | 2021                 | 932.00         |                            |           | 932.00        |                       | N             |
| AST079          | Football Posts                                  |                                 | Bankfield                         | Environment                | Play Areas           | TBC                  | Unknown        |                            |           | 0.00          |                       | N             |
| AST080          | Footway lights                                  |                                 | Frostoms Road                     | Environment                | Lighting             | 2017                 | 2,900.00       |                            |           | 2,900.00      |                       | N             |
| AST081          | Footway lights                                  |                                 | Frostoms Road                     | Environment                | Lighting             | 2017                 | 2,900.00       |                            |           | 2,900.00      |                       | N             |
| AST082          | Footway lights                                  |                                 | Frostoms Road                     | Environment                | Lighting             | 2017                 | 2,900.00       |                            |           | 2,900.00      |                       | N             |
| AST083          | Footway lights                                  |                                 | Frostoms Road                     | Environment                | Lighting             | 2017                 | 2,900.00       |                            |           | 2,900.00      |                       | N             |
| AST084          | Footway lights                                  |                                 | Frostoms Road                     | Environment                | Lighting             | 2017                 | 2,900.00       |                            |           | 2,900.00      |                       | N             |
| AST085          | Furniture of Mayoral Reception room             |                                 | Princess Street Community Centre  | Finance & General Purposes | Civic                | 2022                 | 1.00           |                            |           | 1.00          | Historic importance   | Y             |
| AST086          | Green Hub                                       |                                 | Vulcan Park                       | Finance & General Purposes | Land & Property      | 2018                 | 1.00           |                            |           | 1.00          |                       | N             |
| AST087          | Harrington Marina                               | LR Title CU310295               | Harrington Marina Play Area       | Environment                | Land & Property      | 1-Jul-18             | 1.00           |                            |           | 1.00          |                       | N             |
| AST088          | Henchman platform                               |                                 | Vulcan Park                       | Environment                | Estates<br>Equipment | 2017                 | 958.00         |                            |           | 958.00        |                       | N             |
| AST089          | Land - Vulcan Park                              | LR Title CU336186               | Vulcan Park                       | Environment                | Land & Property      | 27-Jul-18            | 1.00           |                            |           | 1.00          |                       | N             |
| AST090          | Land at Brewery House                           | LR Title CU131251               | Brewery House                     | Environment                | Land & Property      | 26-Jul-22            | 1.00           |                            |           | 1.00          |                       | N             |
| AST091          | Land at Newlands Lane                           | LR Title CU282073 /<br>CU310290 | Newlands Lane                     | Environment                | Land & Property      |                      | 1.00           |                            |           | 1.00          |                       | N             |
| AST092          | Land at Oxford Street (Lamont Pridmore)         | LR Title CU104558               | Oxford Street                     | Finance & General Purposes | Land & Property      | 1993                 | 16,000.00      |                            |           | 16,000.00     |                       | N             |
| AST093          | Land at Siddick                                 | LR Title CU286010               | Siddick                           | Environment                | Land & Property      |                      |                |                            |           | 0.00          |                       | N             |
| AST094          | Land on the West Side of Moss Bay Road          | LR Title CU304476               | The Ranch                         | Environment                | Land & Property      | 31-Mar-23            | 150,000.00     |                            |           | 150,000.00    |                       | N             |
| AST095          | Lawn Mower (Toro Turfmaster)                    |                                 | Vulcan Park                       | Environment                | Estates<br>Equipment | 21-Jul-23            | 1,680.00       |                            |           | 1,680.00      |                       | N             |
| AST096          | Masport Box Mower                               |                                 | Princess Street                   | Environment                | Equipment            | 29-Jun-20            | 1,090.00       |                            |           | 1,090.00      |                       |               |
| AST097          | Leaf Blower / Vacumn (Little Wonder ProVac)     |                                 | Vulcan Park                       | Environment                | Estates<br>Equipment | 24-Apr-19            | 2,549.00       |                            | 2,549.00  | 0.00          |                       | N             |

## WORKINGTON TOWN COUNCIL ASSET REGISTER

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| Asset Reference | Description  | Identification / Serial Number               | Location                         | Responsible Committee      | Group           | Date Purchased | Purchase Value | Additions / Refurbishments | Disposals | Current Value | Notes               | Held in trust |
|-----------------|--|--|----------------------------------|----------------------------|-----------------|----------------|----------------|----------------------------|-----------|---------------|---------------------|---------------|
| AST098          | Lodge Garage   |  | Vulcan Park                      | Finance & General Purposes | Land & Property | 2018           |                |                            |           | 0.00          |                     | N             |
| AST099          | Memorial plaque - James Smith VC   |  | Workington Train Station         | Finance & General Purposes | Monuments       | 2014           | 1.00           |                            |           | 1.00          | Historic importance | N             |
| AST100          | Mini Tennis Net  |  | Vulcan Park                      | Environment                | Play Areas      | 30-Mar-23      | 1,609.00       |                            |           | 1,609.00      |                     | N             |
| AST101          | Minute books & records of Improvement Trust & Board of the Local Government District of Workington (1840 - 1888) |  | Cumberland Council               | Finance & General Purposes | Civic           |                | 1.00           |                            |           | 1.00          | Historic importance | Y             |
| AST102          | Minute books & records of the Charter Trustees (1974-1982)   |  | Princess Street Community Centre | Finance & General Purposes | Civic           | 2022           | 1.00           |                            |           | 1.00          | Historic importance | Y             |
| AST103          | Minute books & records of the Corporation (1884-1974)  |  | Princess Street Community Centre | Finance & General Purposes | Civic           | 2022           | 1.00           |                            |           | 1.00          | Historic importance | Y             |
| AST104          | Minute books & records of Vestry of the Parish of Workington (1819-1894)   |  | Cumberland Council               | Finance & General Purposes | Civic           | 2022           | 1.00           |                            |           | 1.00          | Historic importance | Y             |
| AST105          | Monument (Dr Peet)   |  | Portland Square                  | Finance & General Purposes | Monuments       | 2014           | 1.00           |                            |           | 1.00          | Historic importance | N             |
| AST106          | Noticeboard - Digital image colour screen  |  | Ivision Lane                     | Culture & Community        | Displays        | 2019           | 5,371.00       |                            |           | 5,371.00      |                     | N             |
| AST107          | Noticeboard - Digital text   |  | Central Way                      | Culture & Community        | Displays        | 2017           | 2,745.00       |                            |           | 2,745.00      |                     | N             |
| AST108          | Noticeboard - Digital text   |  | Washington Street                | Culture & Community        | Displays        | 2017           | 2,310.00       |                            |           | 2,310.00      |                     | N             |
| AST109          | Oil painting and frame   | 1st Lady Mayor of Workington (Cllr E G Cain) | Town Hall, Oxford Street         | Finance & General Purposes | Civic           | 1982           | 2,780.00       |                            |           | 2,780.00      | Historic importance | Y             |
| AST110          | Oil painting and frame   | 1st Mayor of Workington (Henry Curwen)       | Town Hall, Oxford Street         | Finance & General Purposes | Civic           | 1982           | 2,780.00       |                            |           | 2,780.00      | Historic importance | Y             |
| AST111          | Oil painting and frame   | Alderman James Duffield                      | Princess Street Community Centre | Finance & General Purposes | Civic           | 1982           | 2,780.00       |                            |           | 2,780.00      | Historic importance | Y             |
| AST112          | Oil painting and frame   | Alderman William Leitch                      | Princess Street Community Centre | Finance & General Purposes | Civic           | 1982           | 2,780.00       |                            |           | 2,780.00      | Historic importance | Y             |
| AST113          | Oil painting and frame   | Alderman P Walls                             | Princess Street Community Centre | Finance & General Purposes | Civic           | 1982           | 1.00           |                            |           | 1.00          | Historic importance | Y             |
| AST114          | Old Park Café  |  | Vulcan Park                      | Finance & General Purposes | Land & Property | 2018           | 2,780.00       |                            |           | 2,780.00      |                     | N             |
| AST115          | Mayoral Throne Chair   |  | Princess Street Community Centre | Finance & General Purposes | Civic           | 1982           | 2,780.00       |                            |           | 2,780.00      | Historic importance | Y             |
| AST116          | Panna Court  |  | Garnet Crescent                  | Environment                | Play Areas      | 2015           | 1,176.00       |                            |           | 1,176.00      |                     | N             |
| AST117          | Panna Court  |  | Moorbanks active zone            | Environment                | Play Areas      | 2015           | 1,176.00       |                            |           | 1,176.00      |                     | N             |
| AST118          | Panna Court  |  | Vulcan Park                      | Environment                | Play Areas      | 2015           | 1,176.00       |                            |           | 1,176.00      |                     | N             |
| AST119          | Picnic Bench   |  | Quayside                         | Environment                | Seating         | 15-Jun-22      | 719.00         |                            |           | 719.00        |                     | N             |
| AST120          | Picnic Bench   |  | Quayside                         | Environment                | Seating         | 15-Jun-22      | 719.00         |                            |           | 719.00        |                     | N             |
| AST121          | Picnic table   |  | Walker Road Play Area            | Environment                | Seating         | 2015           | 779.00         |                            |           | 779.00        |                     | N             |
| AST122          | Picnic Table (Forest Saver Mobility)   |  | Northside                        | Environment                | Seating         | 10-Jul-23      | 768.00         |                            |           | 768.00        |                     | N             |
| AST123          | Planters (Welcome back fund)   |  | Town Centre                      | Environment                | Planters        | 1-Apr-23       | 850.10         |                            |           | 850.10        |                     | N             |
| AST124          | Planters (Welcome back fund)   |  | Town Centre                      | Environment                | Planters        | 1-Apr-23       | 850.10         |                            |           | 850.10        |                     | N             |
| AST125          | Planters (Welcome back fund)   |  | Town Centre                      | Environment                | Planters        | 1-Apr-23       | 850.10         |                            |           | 850.10        |                     | N             |
| AST126          | Planters (Welcome back fund)   |  | Town Centre                      | Environment                | Planters        | 1-Apr-23       | 850.10         |                            |           | 850.10        |                     | N             |
| AST127          | Planters (Welcome back fund)   |  | Town Centre                      | Environment                | Planters        | 1-Apr-23       | 850.10         |                            |           | 850.10        |                     | N             |
| AST128          | Planters (Welcome back fund)   |  | Town Centre                      | Environment                | Planters        | 1-Apr-23       | 850.10         |                            |           | 850.10        |                     | N             |
| AST129          | Planters (Welcome back fund)   |  | Town Centre                      | Environment                | Planters        | 1-Apr-23       | 850.10         |                            |           | 850.10        |                     | N             |
| AST130          | Planters (Welcome back fund)   |  | Town Centre                      | Environment                | Planters        | 1-Apr-23       | 850.10         |                            |           | 850.10        |                     | N             |
| AST131          | Planters (Welcome back fund)   |  | Town Centre                      | Environment                | Planters        | 1-Apr-23       | 850.10         |                            |           | 850.10        |                     | N             |

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|-----------------|--|--------------------------------|----------------------------------|----------------------------|-------------------|---|----------------|----------------------------|-----------|---------------|---------------------|---------------|
| AST132          | Planters (Welcome back fund)                 |                                | Town Centre                      | Environment                | Planters          | 1-Apr-23                                | 850.10         |                            |           | 850.10        |                     | N             |
| AST133          | Plastic Bench                                |                                | TBC                              | Environment                | Seating           | 2019                                    | 619.17         |                            |           | 619.17        |                     | N             |
| AST134          | Plastic Bench                                |                                | TBC                              | Environment                | Seating           | 2019                                    | 619.17         |                            |           | 619.17        |                     | N             |
| AST135          | Plastic Bench                                |                                | TBC                              | Environment                | Seating           | 2019                                    | 619.17         |                            |           | 619.17        |                     | N             |
| AST136          | Plastic Bench                                |                                | TBC                              | Environment                | Seating           | 2019                                    | 619.17         |                            |           | 619.17        |                     | N             |
| AST137          | Plastic Bench                                |                                | TBC                              | Environment                | Seating           | 2019                                    | 619.17         |                            |           | 619.17        |                     | N             |
| AST138          | Plastic Bench                                |                                | TBC                              | Environment                | Seating           | 2019                                    | 619.17         |                            |           | 619.17        |                     | N             |
| AST139          | Play area equipment                          |                                | Brewery House Play Area          | Environment                | Play Areas        | 2014                                    | 1.00           |                            |           | 1.00          |                     | N             |
| AST140          | Play area equipment                          |                                | Garnet Crescent                  | Environment                | Play Areas        | 2019                                    | 14,400.00      |                            |           | 14,400.00     |                     | N             |
| AST141          | Play area equipment                          |                                | Harrington Marina Play Area      | Environment                | Play Areas        | 01/07/2018<br>27/10/2023<br>30 Nov 2023 | 1.00           | 15,409.80                  |           | 15,410.80     |                     | N             |
| AST142          | Play area equipment                          |                                | Moorclose Park                   | Environment                | Play Areas        | 2016 & 2024                             | 24,000.00      | 20,539.27                  |           | 44,539.27     |                     | N             |
| AST143          | Play area equipment                          |                                | Newlands Lane Play Area          | Environment                | Play Areas        | 2014                                    | 1.00           |                            |           | 1.00          |                     | N             |
| AST144          | Play area equipment                          |                                | Siddick Play Area                | Environment                | Play Areas        | 2015                                    | 1.00           |                            |           | 1.00          |                     | N             |
| AST145          | Play area equipment                          |                                | Vulcan Park                      | Environment                | Play Areas        | 30-Mar-23                               | 102,529.00     |                            |           | 102,529.00    |                     | N             |
| AST146          | Play area equipment                          |                                | Walker Road                      | Environment                | Play Areas        | 2015                                    | 20,000.00      |                            |           | 20,000.00     |                     | N             |
| AST147          | Play area equipment                          |                                | Wordsworth View                  | Environment                | Play Areas        | 2016                                    | 23,372.00      |                            |           | 23,372.00     |                     | N             |
| AST148          | Play area equipment                          |                                | Springfield Park                 | Environment                | Play areas        | 1-Aug-24                                | 46,076.24      |                            |           | 46,076.24     |                     | N             |
| AST149          | Play area equipment - youth zone             |                                | Moss Bay Road                    | Environment                | Play Areas        | 2022                                    | 28,027.35      |                            |           | 28,027.35     |                     | N             |
| AST150          | Princess Street Land & Building              | LR Title CU210334              | Princess Street Community Centre | Finance & General Purposes | Land & Property   | 2021                                    | 50,000.00      |                            |           | 50,000.00     |                     | N             |
| AST151          | Records of the Manor of Workington           |                                | Town Hall, Oxford Street         | Finance & General Purposes | Civic             | Unknown                                 | 1.00           |                            |           | 1.00          | Historic importance | Y             |
| AST152          | Recycling Bin                                |                                | Vulcan Park                      | Environment                | Play Areas        | 30-Sep-22                               | 718.00         |                            |           | 718.00        |                     | N             |
| AST153          | Recycling Bin                                |                                | Vulcan Park                      | Environment                | Play Areas        | 30-Sep-22                               | 718.00         |                            |           | 718.00        |                     | N             |
| AST154          | Ride-On Mower (Kubota F391)                  |                                | Vulcan Park                      | Environment                | Estates Equipment | 15-Aug-23                               | 26,750.00      |                            |           | 26,750.00     |                     | N             |
| AST155          | Road sign (metal)                            |                                | Harrington                       | Environment                | Signage           | 2020                                    | 2,511.60       |                            |           | 2,511.60      |                     | N             |
| AST156          | Road sign (metal)                            |                                | Schoose Farm                     | Environment                | Signage           | 2020                                    | 2,511.60       |                            |           | 2,511.60      |                     | N             |
| AST157          | Road sign (metal)                            |                                | Seaton                           | Environment                | Signage           | 2020                                    | 2,511.60       |                            |           | 2,511.60      |                     | N             |
| AST158          | Road sign (metal)                            |                                | Siddick                          | Environment                | Signage           | 2020                                    | 2,511.60       |                            |           | 2,511.60      |                     | N             |
| AST159          | Road sign (metal)                            |                                | Stainburn                        | Environment                | Signage           | 2020                                    | 2,511.60       |                            |           | 2,511.60      |                     | N             |
| AST160          | Royal Charter of the Borough                 |                                | Cumberland Council               | Finance & General Purposes | Civic             | 2022                                    | 1.00           |                            |           | 1.00          | Historic importance | Y             |
| AST161          | Seal Machine Borough of Workington           |                                | Princess Street Community Centre | Finance & General Purposes | Civic             | 2022                                    | 1.00           |                            |           | 1.00          | Historic importance | Y             |
| AST162          | Slide  |                                | Garnet Crescent                  | Environment                | Play Areas        | 2019                                    | 14,400.00      |                            |           | 14,400.00     |                     | N             |
| AST163          | Statue Solider                               |                                | Vulcan Park                      | Environment                | Monuments         | 2021                                    | 10,000.00      |                            |           | 10,000.00     |                     | N             |
| AST164          | Statue (Coelacanth)                          |                                | Navvies Bridge                   | Finance & General Purposes | Monuments         | 2012                                    | 4,000.00       |                            |           | 4,000.00      |                     | N             |
| AST165          | Statue of Mandelion                          |                                | Vulcan's Lane                    | Finance & General Purposes | Monuments         | 2012                                    | 9,558.00       |                            |           | 9,558.00      |                     | N             |
| AST166          | Storage Container                            |                                | Vulcan Park                      | Environment                | Land & Property   | 2021                                    | 7,000.00       |                            |           | 7,000.00      |                     | N             |
| AST167          | Tables (beech foldable)                      |                                | Princess Street Community Centre | Finance & General Purposes | Equipment         | 2021                                    | 954.00         |                            |           | 954.00        |                     | N             |
| AST168          | Tannoy and Lighting system                   |                                | Vulcan Park                      | Finance & General Purposes | Lighting          | 2013                                    | 7,800.00       |                            |           | 7,800.00      |                     | N             |
| AST169          | Trailer (Apache 8x5 with cage and rear ramp) |                                | Vulcan Park                      | Environment                | Estates Equipment | 12-Oct-23                               | 1,533.00       |                            |           | 1,533.00      |                     | N             |
| AST170          | Trim Trail                                   |                                | Siddick                          | Environment                | Play Areas        | 5-Aug-22                                | 2,113.00       |                            |           | 2,113.00      |                     | N             |
| AST171          | Trim Trail                                   |                                | Vulcan Park                      | Environment                | Play Areas        | 15-Nov-22                               | 11,370.00      |                            |           | 11,370.00     |                     | N             |

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|-----------------|--|--------------------------------|----------------------------------|----------------------------|-------------------|----------------|----------------|----------------------------|-----------|---------------|---------------------|---------------|
| AST172          | Workington Bowl                                  |                                | Helena Thompson Museum           | Finance & General Purposes | Civic             | 2007           | 3,548.00       |                            |           | 3,548.00      | Historic importance | Y             |
| AST173          | Heartsine Samaritan Defibrilator & Cabinet       |                                | Northside Community Centre       | Environment                | Equipment         | 8/31/2024      | 1,370.00       |                            |           | 1,370.00      |                     |               |
| AST174          | Heartsine Samaritan Defibrilator & Cabinet       |                                | St Marys Church, Westfield       | Environment                | Equipment         | 10/9/2024      | 1,500.00       |                            |           | 1,500.00      |                     |               |
| AST175          | Play area equipment                              |                                | Cusack Crescent                  | Environment                | Play Areas        | 11/28/2024     | 1.00           | 761.00                     |           | 762.00        |                     |               |
| AST176          | Heartsine 360P Defibrilator & Solar/Wind Cabinet |                                | Barepot                          | Environment                | Equipment         | 2/13/2025      | 4,000.00       |                            |           | 4,000.00      |                     |               |
| AST177          | Husqvarna LB553IV Mower                          | 20240200041                    | Princess Street Community Centre | Environment                | Estates Equipment | 3/14/2025      | 990.00         |                            |           | 990.00        |                     |               |
|                 |  |                                |                                  |                            |                   |                | 953,858.75     | 38,128.07                  | 5,940.87  | 986,045.95    |                     |               |

## Asset catalogue

The below is a list of Council owned items, which have a value of £700 or less.

| Item Reference | Description                     | Identification / Serial Number | Location                  | Responsible Committee      | Group           | Date Purchased | Purchase Value | Additions / Refurbishments | Disposals | Current Value | Notes | Held in trust |
|----------------|---------------------------------|--------------------------------|---------------------------|----------------------------|-----------------|----------------|----------------|----------------------------|-----------|---------------|-------|---------------|
| INV001         | A1 boards                       |                                | Vulcan Park               | Culture & Community        | Signage         | 6-Sep-22       | 195.00         |                            |           | 195.00        |       |               |
| INV002         | A1 boards                       |                                | Vulcan Park               | Culture & Community        | Signage         | 6-Sep-22       | 195.00         |                            |           | 195.00        |       |               |
| INV003         | A1 boards                       |                                | Vulcan Park               | Culture & Community        | Signage         | 6-Sep-22       | 195.00         |                            |           | 195.00        |       |               |
| INV004         | A1 boards                       |                                | Vulcan Park               | Culture & Community        | Signage         | 6-Sep-22       | 195.00         |                            |           | 195.00        |       |               |
| INV005         | Angle Grinder (Makita)          |                                | Vulcan Park               | Environment                | Equipment       | 2019           | 340.00         |                            |           | 340.00        |       |               |
| INV006         | Baby changing station           |                                | Princess Street           | Finance & General Purposes | Equipment       | 18-Jan-23      | 180.00         |                            |           | 180.00        |       |               |
| INV007         | Basket ball hoop                |                                | Princess Street (storage) | Environment                | Play areas      | 13-Jul-05      | 650.00         |                            |           | 650.00        |       |               |
| INV008         | Basket ball hoop                |                                | Princess Street (storage) | Environment                | Play areas      | 13-Jul-05      | 650.00         |                            |           | 650.00        |       |               |
| INV009         | Basket ball hoop                |                                | Moorclose Park            | Environment                | Play areas      | 13-Jul-05      | 650.00         |                            |           | 650.00        |       |               |
| INV010         | Basket ball hoop                |                                | Princess Street (storage) | Environment                | Play areas      | 13-Jul-05      | 650.00         |                            |           | 650.00        |       |               |
| INV011         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV012         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV013         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV014         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV015         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV016         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV017         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV018         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV019         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV020         | Bench                           |                                | Helena Thompson Museum    | Environment                | Seating         | 2009           | 350.00         |                            |           | 350.00        |       |               |
| INV021         | Bench (Allerdale commemorative) |                                | Vulcan Park               | Environment                | Seating         | 31-Mar-23      | 478.00         |                            |           | 478.00        |       |               |
| INV022         | Bench (Malcolm Bishop)          |                                | Washington Street         | Environment                | Seating         | 2021           | 464.00         |                            |           | 464.00        |       |               |
| INV023         | Blower (backpack)               |                                | Vulcan Park               | Environment                | Equipment       | 2017           | 400.00         |                            |           | 400.00        |       |               |
| INV024         | Blower (Stihl backpack)         |                                | Vulcan Park               | Environment                | Equipment       | 2017           | 400.00         |                            |           | 400.00        |       |               |
| INV025         | Hand Blower (Stihl BG86)        |                                | Vulcan Park               | Environment                | Equipment       | 2023           | 259.00         |                            |           | 259.00        |       |               |
| INV026         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV027         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV028         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV029         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV030         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV031         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV032         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV033         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV034         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV035         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV036         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV037         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV038         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV039         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV040         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats   | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |

## Asset catalogue

The below is a list of Council owned items, which have a value of £700 or less.

| Item Reference | Description                     | Identification / Serial Number | Location                | Responsible Committee      | Group           | Date Purchased | Purchase Value | Additions / Refurbishments | Disposals | Current Value | Notes | Held in trust |
|----------------|---------------------------------|--------------------------------|-------------------------|----------------------------|-----------------|----------------|----------------|----------------------------|-----------|---------------|-------|---------------|
| INV041         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV042         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV043         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV044         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV045         | Brackets for Hanging Baskets    |                                | Tivoli Store Clay Flats | Environment                | Floral Displays | 30-Jul-11      | 100.29         |                            |           | 100.29        |       |               |
| INV046         | Brushcutter                     |                                | Vulcan Park             | Environment                | Equipment       | 21-Jul-23      | 510.00         |                            | 510.00    | 0.00          |       |               |
| INV047         | Cable covers                    |                                | Princess Street         | Culture & Community        | Equipment       | 2019           | 534.00         |                            |           | 534.00        |       |               |
| INV048         | Camera and tripod (Canon 500D)  |                                | Princess Street         | Culture & Community        | Equipment       | 9-Jul-05       | 385.00         |                            |           | 385.00        |       |               |
| INV049         | Cattle Trough                   |                                | Newlands Lane           | Environment                | Allotments      | 2017           | 163.67         |                            |           | 163.67        |       |               |
| INV050         | Cattle Trough                   |                                | Newlands Lane           | Environment                | Allotments      | 2017           | 163.67         |                            |           | 163.67        |       |               |
| INV051         | Cattle Trough                   |                                | Newlands Lane           | Environment                | Allotments      | 2017           | 163.67         |                            |           | 163.67        |       |               |
| INV052         | Cattle Trough                   |                                | Cranbourne Street       | Environment                | Allotments      | 2017           | 163.67         |                            |           | 163.67        |       |               |
| INV053         | Cattle Trough                   |                                | Cranbourne Street       | Environment                | Allotments      | 2017           | 163.67         |                            |           | 163.67        |       |               |
| INV054         | Cattle Trough                   |                                | Cranbourne Street       | Environment                | Allotments      | 2017           | 163.67         |                            |           | 163.67        |       |               |
| INV055         | Christmas Tree stand            |                                | Vulcan Park             | Culture & Community        | Equipment       | 2019           | 300.00         |                            |           | 300.00        |       |               |
| INV056         | Makita Cordless Drill           |                                | Vulcan Park             | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |       |               |
| INV057         | DeWalt Cordless Drill           |                                | Vulcan Park             | Environment                | Equipment       | 2016           | 225.00         |                            |           | 225.00        |       |               |
| INV058         | Doorbell and Amazon tablet      |                                | Princess Street         | Finance & General Purposes | Equipment       | 13-Jan-23      | 163.00         |                            |           | 163.00        |       |               |
| INV059         | Finger Posts (signs)            |                                | Town Centre             | Finance & General Purposes | Signage         | 6-Jul-05       | 1.00           |                            |           | 1.00          |       |               |
| INV060         | Finger Posts (signs)            |                                | Town Centre             | Finance & General Purposes | Signage         | 6-Jul-05       | 1.00           |                            |           | 1.00          |       |               |
| INV061         | Finger Posts (signs)            |                                | Town Centre             | Finance & General Purposes | Signage         | 6-Jul-05       | 1.00           |                            |           | 1.00          |       |               |
| INV062         | Finger Posts (signs)            |                                | Town Centre             | Finance & General Purposes | Signage         | 6-Jul-05       | 1.00           |                            |           | 1.00          |       |               |
| INV063         | Finger Posts (signs)            |                                | Town Centre             | Finance & General Purposes | Signage         | 6-Jul-05       | 1.00           |                            |           | 1.00          |       |               |
| INV064         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV065         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV066         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV067         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV068         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV069         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV070         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV071         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV072         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV073         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV074         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV075         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV076         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV077         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV078         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV079         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV080         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV081         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV082         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV083         | Folding Chairs                  |                                | Vulcan Park             | Culture & Community        | Seating         | 2017           | 21.30          |                            |           | 21.30         |       |               |
| INV084         | Football Posts                  |                                | Moorclose Park          | Environment                | Play Areas      | 2021           | 273.00         |                            |           | 273.00        |       |               |
| INV085         | Football Posts                  |                                | Moorclose Park          | Environment                | Play Areas      | 2021           | 273.00         |                            |           | 273.00        |       |               |
| INV086         | Gazebo                          |                                | Vulcan Park             | Culture & Community        | Equipment       | 2023           | 575.00         |                            |           | 575.00        |       |               |
| INV087         | Generator                       |                                | Vulcan Park             | Environment                | Equipment       | 22-Feb-23      | 590.00         |                            |           | 590.00        |       |               |
| INV088         | Stihl Long Handle Hedge Trimmer |                                | Vulcan Park             | Environment                | Equipment       | 2015           | 550.00         |                            |           | 550.00        |       |               |
| INV089         | IBC (water butts)               |                                | Allotments              | Environment                | Allotments      | 3-Aug-23       | 39.50          |                            |           | 39.50         |       |               |
| INV090         | IBC (water butts)               |                                | Allotments              | Environment                | Allotments      | 3-Aug-23       | 39.50          |                            |           | 39.50         |       |               |
| INV091         | IBC (water butts)               |                                | Allotments              | Environment                | Allotments      | 3-Aug-23       | 39.50          |                            |           | 39.50         |       |               |
| INV092         | IBC (water butts)               |                                | Allotments              | Environment                | Allotments      | 28-Sep-23      | 72.00          |                            |           | 72.00         |       |               |

## Asset catalogue

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| Item Reference | Description                   | Identification / Serial Number | Location                | Responsible Committee | Group           | Date Purchased | Purchase Value | Additions / Refurbishments | Disposals | Current Value | Notes                             | Held in trust |
|----------------|-------------------------------|--------------------------------|-------------------------|-----------------------|-----------------|----------------|----------------|----------------------------|-----------|---------------|-----------------------------------|---------------|
| INV093         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 28-Sep-23      | 72.00          |                            |           | 72.00         |                                   |               |
| INV094         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 28-Sep-23      | 72.00          |                            |           | 72.00         |                                   |               |
| INV095         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 28-Sep-23      | 72.00          |                            |           | 72.00         |                                   |               |
| INV096         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 28-Sep-23      | 72.00          |                            |           | 72.00         |                                   |               |
| INV097         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 28-Sep-23      | 72.00          |                            |           | 72.00         |                                   |               |
| INV098         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 9-Jan-24       | 75.50          |                            |           | 75.50         |                                   |               |
| INV099         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 9-Jan-24       | 75.50          |                            |           | 75.50         |                                   |               |
| INV100         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 9-Jan-24       | 75.50          |                            |           | 75.50         |                                   |               |
| INV101         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 9-Jan-24       | 75.50          |                            |           | 75.50         |                                   |               |
| INV102         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 9-Jan-24       | 75.50          |                            |           | 75.50         |                                   |               |
| INV103         | IBC (water butts)             |                                | Allotments              | Environment           | Allotments      | 9-Jan-24       | 75.50          |                            |           | 75.50         |                                   |               |
| INV104         | Metal post - Christmas lights |                                | Finkle Street           | Environment           | Lighting        | 2005           | 1.00           |                            |           | 1.00          | By Carnegie                       |               |
| INV105         | Metal post - Christmas lights |                                | Finkle Street           | Environment           | Lighting        | 2005           | 1.00           |                            |           | 1.00          | By Carnegie                       |               |
| INV106         | Metal post - Christmas lights |                                | Finkle Street           | Environment           | Lighting        | 2005           | 1.00           |                            |           | 1.00          |                                   |               |
| INV107         | Metal post - Christmas lights |                                | Pow Street              | Environment           | Lighting        | 1999           | 1.00           |                            |           | 1.00          | By silver planter, hold electrics |               |
| INV108         | Metal post - Christmas lights |                                | Speedwell Lane          | Environment           | Lighting        | 2005           | 1.00           |                            |           | 1.00          |                                   |               |
| INV109         | Metal post - Christmas lights |                                | Oxford Street           | Environment           | Lighting        | 2005           | 1.00           |                            |           | 1.00          | Opposite Library                  |               |
| INV110         | Metal post - Christmas lights |                                | Oxford Street           | Environment           | Lighting        | 2005           | 1.00           |                            |           | 1.00          | By Car wash                       |               |
| INV111         | Metal post - Christmas lights |                                | Murray Road             | Environment           | Lighting        | 2005           | 1.00           |                            |           | 1.00          | By William Hill                   |               |
| INV112         | Metal post - Christmas lights |                                | Murray Road             | Environment           | Lighting        | 2005           | 1.00           |                            |           | 1.00          | By William Hill                   |               |
| INV113         | Lighting column - cast iron   |                                | Princess Street         | Environment           | Lighting        | 11-Jul-05      | 1.00           |                            |           | 1.00          |                                   |               |
| INV114         | Lighting column - cast iron   |                                | Princess Street         | Environment           | Lighting        | 11-Jul-05      | 1.00           |                            |           | 1.00          |                                   |               |
| INV115         | Lighting column - cast iron   |                                | Princess Street         | Environment           | Lighting        | 11-Jul-05      | 1.00           |                            |           | 1.00          |                                   |               |
| INV116         | Lighting column - cast iron   |                                | Princess Street         | Environment           | Lighting        | 11-Jul-05      | 1.00           |                            |           | 1.00          |                                   |               |
| INV117         | Lighting column - cast iron   |                                | Princess Street         | Environment           | Lighting        | 11-Jul-05      | 1.00           |                            |           | 1.00          |                                   |               |
| INV118         | Lighting column - cast iron   |                                | Princess Street         | Environment           | Lighting        | 11-Jul-05      | 1.00           |                            |           | 1.00          |                                   |               |
| INV119         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV120         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV121         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV122         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV123         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV124         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV125         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV126         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV127         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV128         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV129         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV130         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV131         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV132         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV133         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV134         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV135         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV136         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV137         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV138         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV139         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV140         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV141         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV142         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV143         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV144         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV145         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |
| INV146         | Mangers                       |                                | Tivoli Store Clay Flats | Environment           | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off                 |               |



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|----------------|------------------------------|--------------------------------|--------------------------|----------------------------|-----------------|----------------|----------------|----------------------------|-----------|---------------|----------------------|---------------|
| INV147         | Mangers                      |                                | Tivoli Store Clay Flats  | Environment                | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off    |               |
| INV148         | Mangers                      |                                | Tivoli Store Clay Flats  | Environment                | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off    |               |
| INV149         | Mangers                      |                                | Tivoli Store Clay Flats  | Environment                | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off    |               |
| INV150         | Mangers                      |                                | Tivoli Store Clay Flats  | Environment                | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off    |               |
| INV151         | Mangers                      |                                | Tivoli Store Clay Flats  | Environment                | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off    |               |
| INV152         | Mangers                      |                                | Tivoli Store Clay Flats  | Environment                | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off    |               |
| INV153         | Mangers                      |                                | Tivoli Store Clay Flats  | Environment                | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off    |               |
| INV154         | Mangers                      |                                | Tivoli Store Clay Flats  | Environment                | Floral Displays | 24-May-10      | 32.86          |                            |           | 32.86         | To be written off    |               |
| INV155         | Noticeboard Town Centre      |                                | Campbell Saviours Way    | Environment                | Displays        | 2014           | 1.00           |                            |           | 1.00          |                      |               |
| INV156         | Noticeboard Town Centre      |                                | Pow Street               | Environment                | Displays        | 2014           | 1.00           |                            |           | 1.00          |                      |               |
| INV157         | Noticeboard Town Centre      |                                | Brow Top                 | Environment                | Displays        | 2014           | 1.00           |                            |           | 1.00          |                      |               |
| INV158         | Office Privacy screen        |                                | Town Hall                | Finance & General Purposes | Equipment       | 2023           | 681.00         |                            |           | 681.00        |                      |               |
| INV159         | Past Mayor's badges          |                                | Town Hall                | Finance & General Purposes | Civic           | 2017           | 713.00         |                            |           | 713.00        |                      |               |
| INV160         | Pedestrian Fencing           |                                | Vulcan Park              | Culture & Community        | Equipment       | 11-Jul-05      | 120.00         |                            |           | 120.00        |                      |               |
| INV161         | Photographs of Mayors        |                                | Princess Street          | Finance & General Purposes | Historic        | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV162         | Plough                       |                                | Vulcan Park              | Environment                | Equipment       | 2014           | 0.00           |                            | 0.00      | 0.00          | Stock Check 18/03/25 |               |
| INV163         | Post Box (white, Royal Mail) |                                | Vulcan Park              | Environment                | Equipment       | 16-Oct-23      | 215.00         |                            |           | 215.00        |                      |               |
| INV164         | Projector                    |                                | Town Hall, Oxford Street | Finance & General Purposes | Equipment       |                | 458.00         |                            |           | 458.00        |                      |               |
| INV165         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV166         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV167         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV168         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV169         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV170         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV171         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV172         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV173         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV174         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV175         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV176         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV177         | Signs                        |                                | Allotments               | Environment                | Signage         | 7-Jul-05       | 67.23          |                            |           | 67.23         |                      |               |
| INV179         | Stihl harness                |                                | Princess Street          | Environment                | Equipment       | 2017           | £54            |                            |           | 54.00         |                      |               |
| INV180         | Stihl harness                |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV181         | Stihl harness                |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV182         | Stihl harness                |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV183         | Echo Harness                 |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV184         | Stihl hedgecutter HS 872     |                                | Princess Street          | Environment                | Equipment       | 2017           | £440           |                            |           | 440.00        |                      |               |
| INV185         | Stihl hedgecutter HS 872     |                                | Princess Street          | Environment                | Equipment       | 2017           | £440           |                            |           | 440.00        |                      |               |
| INV186         | Stihl long pole hedgecutter  |                                | Princess Street          | Environment                | Equipment       | 2017           | £605           |                            |           | 605.00        |                      |               |
| INV187         | Stihl Roller Rotary mower    |                                | Princess Street          | Environment                | Equipment       | 24-Apr-19      | £666           |                            | 666.00    | 0.00          |                      |               |
| INV188         | STIHL Strimmer s/n 193082355 |                                | Princess Street          | Environment                | Equipment       | 15-Nov-22      | £638           |                            |           | 638.00        |                      |               |
| INV189         | Echo Strimmer                |                                | Princess Street          | Environment                | Equipment       | 2019           | 275.00         |                            |           | 275.00        |                      |               |
| INV190         | Strimmer                     |                                | Princess Street          | Environment                | Equipment       | 2014           | 288.00         |                            | 288.00    | 0.00          |                      |               |
| INV191         | Stihl Rotary Mower           |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV192         | Stihl Saw                    |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV193         | DeWalt Hammer Drill          |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV194         | Husqvarna Chainsaw           |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV195         | Bosch Jigsaw                 |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |
| INV196         | DeWalt Pruner Chainsaw       |                                | Princess Street          | Environment                | Equipment       | 7/17/2024      | 169.95         |                            |           | 169.95        |                      |               |
| INV197         | Karcher Jet Washer           |                                | Princess Street          | Environment                | Equipment       | 19-Apr-24      | 83.33          |                            |           | 83.33         |                      |               |
| INV198         | Cyclone Spreader             |                                | Princess Street          | Environment                | Equipment       | Unknown        | Unknown        |                            |           | 0.00          |                      |               |

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|----------------|--------------------------------------|--------------------------------|--------------------------|----------------------------|------------|----------------|----------------|----------------------------|-----------|---------------|-------|---------------|
| INV199         | Swing seat (birds nest)              |                                | Play Area?               | Environment                | Play areas | 19-Dec-23      | 691.00         |                            |           | 691.00        |       |               |
| INV200         | Table (beech wood)                   |                                | Town Hall                | Finance & General Purposes | Equipment  | 25-Jan-23      | 238.50         |                            |           | 238.50        |       |               |
| INV201         | Table (beech wood)                   |                                | Town Hall                | Finance & General Purposes | Equipment  | 25-Jan-23      | 238.50         |                            |           | 238.50        |       |               |
| INV202         | Table (beech wood)                   |                                | Princess Street          | Finance & General Purposes | Equipment  | 25-Jan-23      | 238.50         |                            |           | 238.50        |       |               |
| INV203         | Table (beech wood)                   |                                | Princess Street          | Finance & General Purposes | Equipment  | 25-Jan-23      | 238.50         |                            |           | 238.50        |       |               |
| INV204         | Table (light wood)                   |                                | Town Hall                | Finance & General Purposes | Equipment  | 7-Jul-05       | 270.00         |                            |           | 270.00        |       |               |
| INV205         | Table (light wood)                   |                                | Town Hall                | Finance & General Purposes | Equipment  | 7-Jul-05       | 270.00         |                            |           | 270.00        |       |               |
| INV206         | Table (light wood)                   |                                | Town Hall                | Finance & General Purposes | Equipment  | 7-Jul-05       | 270.00         |                            |           | 270.00        |       |               |
| INV207         | Table (light wood)                   |                                | Town Hall                | Finance & General Purposes | Equipment  | 7-Jul-05       | 270.00         |                            |           | 270.00        |       |               |
| INV208         | Tablet (Remarkable)                  |                                | Town Hall                | Finance & General Purposes | Equipment  | 2023           | 497.00         |                            |           | 497.00        |       |               |
| INV209         | ReMarkable Keyboard Folio            |                                | Town Hall                | Finance & General Purposes | Equipment  | 10-Apr-24      | 149.16         |                            |           | 149.16        |       |               |
| INV210         | Flamable Storage Unit                |                                | Princess Street          | Environment                |            | 14-Jun-24      | 255.50         |                            |           | 255.50        |       |               |
| INV211         | Ring Doorbell                        |                                | Town Hall                | Finance & General Purposes |            | 31-Jul-24      | 50.00          |                            |           | 50.00         |       |               |
| INV212         | Wall Mounted Dog Waste Bag Dispenser |                                | Vulcan Park              | Environment                |            | 31-Jul-24      | 57.00          |                            |           | 57.00         |       |               |
| INV213         | Wall Mounted Dog Waste Bag Dispenser |                                | Vulcan Park              | Environment                |            | 31-Jul-24      | 57.00          |                            |           | 57.00         |       |               |
| INV214         | Height Adjustable Desk               |                                | Town Hall                | Finance & General Purposes |            | 31-Jul-24      | 108.32         |                            |           | 108.32        |       |               |
| INV215         | Height Adjustable Desk               |                                | Town Hall                | Finance & General Purposes |            | 31-Jul-24      | 108.32         |                            |           | 108.32        |       |               |
| INV216         | 120ltr Galvanised Steel Waste Bin    |                                | Harrington Marina        | Environment                |            | 14-Aug-24      | 295.00         |                            |           | 295.00        |       |               |
| INV217         | 120ltr Galvanised Steel Waste Bin    |                                | Moorclose Park           | Environment                |            | 14-Aug-24      | 295.00         |                            |           | 295.00        |       |               |
| INV218         | 120ltr Galvanised Steel Waste Bin    |                                | Springfield Park         | Environment                |            | 14-Aug-24      | 295.00         |                            |           | 295.00        |       |               |
| INV219         | Nomix Frontline Applicator           |                                | Princess Street          | Environment                |            | 28-Aug-24      | 135.50         |                            |           | 135.50        |       |               |
| INV220         | Chainsaw Safety Equipment            |                                | Princess Street          | Environment                |            | 31-Oct-24      | 190.33         |                            |           | 190.33        |       |               |
| INV221         | Rapid Chipboard Shelving Unit        |                                | Town Hall, Oxford Street | Environment                |            | 20-Jan-25      | 253.00         |                            |           | 253.00        |       |               |
| INV222         | Rapid Chipboard Shelving Unit        |                                | Town Hall, Oxford Street | Environment                |            | 20-Jan-25      | 253.00         |                            |           | 253.00        |       |               |
| INV223         | 450kg Platform Truck                 |                                | Town Hall, Oxford Street | Culture & Community        |            | 31-Jan-25      | 159.95         |                            |           | 159.95        |       |               |
| INV224         | 450kg Platform Truck                 |                                | Princess Street          | Environment                |            | 31-Jan-25      | 159.95         |                            |           | 159.95        |       |               |
| INV225         | Access Ramps                         |                                | Town Hall, Oxford Street | Finance & General Purposes |            | 12-Feb-25      | 373.50         |                            |           | 373.50        |       |               |
| INV226         | 3pc Tool Box System                  |                                | Princess Street          | Environment                |            | 12-Feb-25      | 83.32          |                            |           | 83.32         |       |               |
| INV227         | Henry XL Vacuum Cleaner              |                                | Town Hall                | Finance & General Purposes |            | 28-Feb-25      | 116.67         |                            |           | 116.67        |       |               |
| INV228         | Shotgun Microphone                   |                                | Town Hall                | Culture & Community        |            | 14-Mar-25      | 276.67         |                            |           | 276.67        |       |               |
| INV229         | PartyBox Stage Speaker               |                                | Town Hall                | Culture & Community        |            | 28-Feb-25      | 353.32         |                            |           | 353.32        |       |               |
| INV230         | PartyBox Stage Speaker               |                                | Town Hall                | Culture & Community        |            | 28-Feb-25      | 353.32         |                            |           | 353.32        |       |               |
| INV231         | PartyBox Stage Speaker               |                                | Town Hall                | Culture & Community        |            | 28-Feb-25      | 353.32         |                            |           | 353.32        |       |               |
| INV232         | PartyBox Stage Speaker               |                                | Town Hall                | Culture & Community        |            | 28-Feb-25      | 390.83         |                            |           | 390.83        |       |               |
| INV233         | Husqvarna 522THD60 Hedgetrimmer      | 20240114993                    | Princess Street          | Environment                |            | 14-Mar-25      | 395.00         |                            |           | 395.00        |       |               |
| INV234         | Husqvarna 525IHE4 Hedgetrimmer       | 20250400123                    | Princess Street          | Environment                |            | 14-Mar-25      | 409.00         |                            |           | 409.00        |       |               |
| INV235         | Husqvarna 40-B330X Battery Pack      | 20244800105                    | Princess Street          | Environment                |            | 14-Mar-25      | 280.00         |                            |           | 280.00        |       |               |
| INV236         | Husqvarna 40-B330X Battery Pack      | 20243900517                    | Princess Street          | Environment                |            | 14-Mar-25      | 280.00         |                            |           | 280.00        |       |               |
| INV237         | Husqvarna 40-B330X Battery Pack      | 20244800104                    | Princess Street          | Environment                |            | 14-Mar-25      | 280.00         |                            |           | 280.00        |       |               |

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|----------------|---|--------------------------------|--------------------------|----------------------------|-------------------|----------------|----------------|----------------------------|-----------|---------------|-------|---------------|
| INV238         | Husqvarna 40-B330X Battery Pack   | 20244800095                    | Princess Street          | Environment                |                   | 14-Mar-25      | 280.00         |                            |           | 280.00        |       |               |
| INV239         | Husqvarna 40-CX1000X4 Multi-charger   | 20244000059                    | Princess Street          | Environment                |                   | 14-Mar-25      | 327.00         |                            |           | 327.00        |       |               |
| INV240         | Husqvarna 530IB Leaf Blower   |                                | Princess Street          | Environment                |                   | 14-Mar-25      | 306.00         |                            |           | 306.00        |       |               |
| INV241         | Duratruss ST-3800B Wind-up Stand  |                                | Town Hall                | Culture & Community        |                   | 31-Mar-25      | 201.00         |                            |           | 201.00        |       |               |
| INV242         | Duratruss ST-3800B Wind-up Stand  |                                | Town Hall                | Culture & Community        |                   | 31-Mar-25      | 201.00         |                            |           | 201.00        |       |               |
| INV243         | Duratruss ST-3800B Wind-up Stand  |                                | Town Hall                | Culture & Community        |                   | 31-Mar-25      | 201.00         |                            |           | 201.00        |       |               |
| INV244         | Duratruss ST-3800B Wind-up Stand  |                                | Town Hall                | Culture & Community        |                   | 31-Mar-25      | 201.00         |                            |           | 201.00        |       |               |
| INV245         | Hazardous Substances Cabinet  |                                | Princess Street          | Environment                |                   | 31-Mar-25      | 241.21         |                            |           | 241.21        |       |               |
| INV246         | Husqvarna 535TRXT Brushcutter   | 20224800071                    | Princess Street          | Environment                | Estates Equipment | 14-Mar-25      | 510.00         |                            |           | 510.00        |       |               |
| INV247         | Navy Councilor Robe   |                                | Town Hall, Oxford Street | Finance & General Purposes | Civic             | 28-Nov-24      | 572.50         |                            |           | 572.50        |       |               |
| INV248         | Swing Seat  |                                | Northside Play Area      | Environment                | Play Areas        | 28-Nov-24      | 542.86         |                            |           | 542.86        |       |               |
| WTC001         | HMS Porpoise 11th March 1933  |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC002         | Val-de-Reuil 10 June 2006 Souvenir  |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC003         | Selm 20th Anniversary Photobook   |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC004         | Selm Tree Plaque  |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC005         | Bottle of Port 1992   |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC006         | Wooden Selm Plaque  |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC007         | Wooden Bowl Presented to Cllr Judith Glyne  |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC008         | Small Wooden Pot - Presented to Mayor of Workington Nicholas Hardy                |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC009         | Picture of Henry Curwen   |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC010         | Presentation book of the Honorary Freedom of the Borough 9th March 1950           |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC011         | 5 x Visitor Books   |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC012         | Presentation book of the Honorary Freedom of the Borough 29th March 1969          |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC013         | Award of Common Lands Book 1914   |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC014         | Cumberland County Council Act 1964 Book   |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC015         | Acts relating to the corporation waterworks                                       |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC016         | Private Acts of Parliament Provisional Orders Charter of Incorporation and Scheme |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC017         | Photo of PC Bill Barker   |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |
| WTC018         | Letter from the Chief Clerk to the Queen 2016                                     |                                | Princess Street          | Culture & Community        |                   |                | 1.00           |                            |           | 1.00          |       |               |

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| WTC019         | 77 Past Minute Books   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC020         | Picture of the Queen at Carnegie Theatre                       |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC021         | Picture of the Queen at Lillyhall                              |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC022         | Tin Mug  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC023         | Picture of Cllr E Cain and Unknown                             |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC024         | Letter from Buckingham Palace - 1980                           |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC025         | Distinguished Visitors Book                                    |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC026         | Picture of Princess Anne and Cllr Peter Bales                  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC027         | Picture of the Queen and Unknown                               |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC028         | Workington Town RLFC Plaque                                    |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC029         | Lions Plaque 1992  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC030         | Pen stand and ink wells  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC031         | Corus Steel Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC032         | Brass ink well   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC033         | Presentation Box to Cllr Findley                               |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC034         | Picture of HMS Bronington                                      |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC035         | Small Gavel presented to Cllr Alan Barry                       |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC036         | Large Gavel  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC037         | Restoration of St Michaels Church Plate                        |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC038         | Workington RLNI Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC039         | Jane Pit Pencil Drawing  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC040         | HMS Porpoise Mug   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC041         | Photo of Mace Barer  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC042         | Photo of Past Mayor Unknown                                    |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC043         | Cumbria Constabulary Plaque                                    |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC044         | Mace Bearers Hat & Gloves                                      |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC045         | Tin Selm Plate   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC046         | Glass Selm Plate   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC047         | Tin Selm Plate   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC048         | Brass Plate  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC049         | Certificate of Membership - West Cumberland Development Agency |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC050         | Certificate of Participation - Golden Jubilee                  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC051         | TS Vanguard Picture 2007-2008                                  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC052         | Guinness Book of Records Certificate - Biggest Bonfire 1993    |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC053         | Ariel Photograph of Steel Works                                |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |

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| WTC054         | 100 years of Cubs Picture                                       |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC055         | Biggest Bonfire Picture 1993                                    |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC056         | Davy Distington Picture 1992                                    |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC057         | Brass Mirror  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC058         | Besser Memorial School - Town Crest                             |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC059         | Rotary Club - Pride of Workington Fishing Boat Certificate 2016 |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC060         | Painting of Jane Pit by Marion Dakers                           |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC061         | Painting of Bus stop by Marrion Dakers                          |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC062         | Pencil Drawing of Hagg Hill Market 1900                         |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC063         | Drawing of Lakeland Larger Brewery                              |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC064         | Workington RFC - Zebras Badge Framed                            |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC065         | Photo of Workington Lifeboat 2003                               |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC066         | Rugby World Cup Acknowledgement                                 |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC067         | Workington Bonfire photo 2003                                   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC068         | Mayor of Workington - James Fletcher - 1899-1901 Picture        |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC069         | Picture of Sarah Hayton Fletcher                                |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC070         | Nuclear Flask Lighter   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC071         | Pen Holder  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC072         | Fire Service Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC073         | Zebras Rugby Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC074         | Air Training Corps Plaque                                       |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC075         | RAFA Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC076         | Air Force Plaque  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC077         | Roebuck Plaque  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC078         | Ursula Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC079         | Cachalot Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC080         | Dukes of Lancaster Plaque                                       |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC081         | Photo of Mace Barer - Mr Charters                               |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC082         | John Dixon Shield   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC083         | Corps of Royal Engineers Plaque                                 |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC084         | HMS Lynx Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC085         | HQ 42 Plaque  |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC086         | Odin Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC087         | Walrus Plaque   |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC088         | St Johns Ambulance Plaque                                       |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC089         | Kings Own Royal Borders Regiment Plaque x2                      |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC090         | Lancastrian and Cumbrian Volunteers Plaque                      |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |

## Asset catalogue

The below is a list of Council owned items, which have a value of £700 or less.

| Item Reference | Description                 | Identification / Serial Number | Location        | Responsible Committee | Group | Date Purchased | Purchase Value | Additions / Refurbishments | Disposals | Current Value | Notes | Held in trust |
|----------------|-----------------------------|--------------------------------|-----------------|-----------------------|-------|----------------|----------------|----------------------------|-----------|---------------|-------|---------------|
| WTC091         | HMS Oracle Plaque           |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC092         | Royal British Legion Plaque |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC093         | Ocelot Plaque               |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC094         | Resource Plaque             |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC095         | Engadine Plaque             |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
| WTC096         | Bearwick Plaque             |                                | Princess Street | Culture & Community   |       |                | 1.00           |                            |           | 1.00          |       |               |
|                |                             |                                |                 |                       |       |                |                |                            |           | 0.00          |       |               |
|                |                             |                                |                 |                       |       |                |                |                            |           | 0.00          |       |               |
|                |                             |                                |                 |                       |       |                |                |                            |           | 0.00          |       |               |

38,327.02

## **Asset catal**

All items of value leased

| <b>Asset Reference</b> | <b>Description</b>                 | <b>Identification / Serial Number</b> | <b>Location</b> | <b>Responsible Committee</b> |
|------------------------|------------------------------------|---------------------------------------|-----------------|------------------------------|
| HL001                  | Ford Transit Custom van            | BT65BKG                               | Princess Street | Finance & General Purposes   |
| HL002                  | Konica Minolta bizhub c75p Printer | A8JE021057835                         | Town Hall       | Finance & General Purposes   |
| HL003                  | HP Laptop (EC)                     | PL6794                                | Town Hall       | Finance & General Purposes   |
| HL004                  | HP Laptop (PY)                     | PL6780                                | Town Hall       | Finance & General Purposes   |
| HL005                  | HP Laptop (JD)                     | PL6791                                | Town Hall       | Finance & General Purposes   |
| HL006                  | HP Laptop (AB)                     | PL6792                                | Town Hall       | Finance & General Purposes   |
| HL007                  | HP Laptop (SB)                     | PL6768                                | Town Hall       | Finance & General Purposes   |
| HL008                  | HP Laptop (KW)                     | PL6793                                | Town Hall       | Finance & General Purposes   |
| HL009                  | Dell Flat Panel Monitor (KW)       | F431WZ3                               | Town Hall       | Finance & General Purposes   |
| HL010                  | Dell Flat Panel Monitor (SB)       | 9G11WZ3                               | Town Hall       | Finance & General Purposes   |
| HL011                  | Dell Flat Panel Monitor (AB)       | J401WZ3                               | Town Hall       | Finance & General Purposes   |
| HL012                  | Dell Flat Panel Monitor (JD)       | GC21WZ3                               | Town Hall       | Finance & General Purposes   |
| HL013                  | Dell Flat Panel Monitor (PY)       | 2L31WZ3                               | Town Hall       | Finance & General Purposes   |
| HL014                  | Dell Flat Panel Monitor (PY)       | 8K01WZ3                               | Town Hall       | Finance & General Purposes   |





|       |                                     |         |                          |                            |
|-------|-------------------------------------|---------|--------------------------|----------------------------|
| HL015 | Dell Flat Panel Monitor (EC)        | 6001WZ3 | Town Hall                | Finance & General Purposes |
| HL016 | Dell Flat Panel Monitor (EC)        | 1D11WZ3 | Town Hall                | Finance & General Purposes |
| HL017 | Office 365 license                  |         | Town Hall, Oxford Street | Finance & General Purposes |
| HL018 | Finance software<br>(Omega/Rialtas) |         | Town Hall, Oxford Street | Finance & General Purposes |

|           |        |      |      |                    |  |                      |
|-----------|--------|------|------|--------------------|--|----------------------|
| Equipment | Jun-24 |      |      | Cumberland Council |  |                      |
| Equipment | Jun-24 |      |      | Cumberland Council |  |                      |
| Software  | Annual |      |      | WTC                |  | Annual lease renewal |
| Software  | Annual |      |      | WTC                |  | Annual lease renewal |
|           |        | 0.00 | 0.00 |                    |  |                      |

### Long Term Assets

| Ref | Description                   | Identification                     | Date Acquired | Value    | Insurance value for leased item | Custodian | Disposal/discharge | Insured by WTC | Date added     | Notes     |  |
|-----|-------------------------------|------------------------------------|---------------|----------|---------------------------------|-----------|--------------------|----------------|----------------|-----------|--|
| 1   | LAMIT investment 50,297 units | Ref No. 85193<br>Account 612105801 | 2015          | £151,750 | n/a                             | Clerk     |                    | N              | Purchase value | 31-Aug-15 |  |

|  |                 |
|--|-----------------|
| <b>Total value of long term assets</b> | <b>£151,750</b> |
|--|-----------------|

DATED \_\_\_\_\_ 2025

## **Lease**

**RELATING TO**

Room 9 on the ground floor of Workington Town Hall,  
Oxford Street, Workington, Cumbria CA14 2RS

**BETWEEN**

**CUMBERLAND COUNCIL**

**AND**

**WORKINGTON TOWN COUNCIL**



514/524

**HM Land Registry**

**Title numbers:** CU131820

**Administrative area:** Cumberland

This lease is dated 2025

**PARTIES**

- (1) CUMBERLAND COUNCIL of Cumbria House, 117 Botchergate, Carlisle CA1 1RD (**Landlord**); and
- (2) WORKINGTON TOWN COUNCIL of Workington Town Council Community Building, Princess Street, Workington, Cumbria CA14 2QG (**Tenant**)

**AGREED TERMS**

**1. Interpretation**

The following definitions and rules of interpretation apply in this lease.

**1.1 Definitions:**

**Authorised Person:** any person at the Building with the Tenant's actual or implied authority.

**Building:** is the land and buildings known as Workington Town Hall, Oxford Street, Workington, Cumbria CA14 2RS registered at HM Land Registry under title number CU131820 and shown edged red on the Building Plan.

**Building Damage:** damage to or destruction of the Building (excluding the Excluded Insurance Items) that makes the Property wholly or partially unfit for occupation and use or inaccessible.

**Building Plan:** the plan at Annex B.

**Common Parts:** subject to paragraph 1.6 of Schedule 3, the parts of the Building (excluding the Lettable Units) that are provided from time to time by the Landlord for common use by the tenants and occupiers of the Building and their employees, agents, licensees and visitors.

**Energy Assessor:** an individual who is a member of an accreditation scheme approved by the Secretary of State in accordance with regulation 22 of the EPC Regulations.

**Energy Performance Certificate:** a certificate as defined in regulation 2(1) of the EPC Regulations.

**EPC Regulations:** Energy Performance of Buildings (England and Wales) Regulations 2012 (SI 2012/3118).

**Excluded Insurance Items:** any:

- a) glass in the windows of the Lettable Units; and
- b) tenant's fixtures that are installed by or for the tenant, any undertenant or occupier of any Lettable Unit and that form part of the Building.

**Insolvency Event:** subject to clause 1.15, any one or more of the following:

- a) the taking of any step in connection with any voluntary arrangement or any other compromise or arrangement for the benefit of any creditors of the Tenant;
- b) the making of an administration order in relation to the Tenant;
- c) the giving of any notice of intention to appoint an administrator, or the filing at court of the prescribed documents in connection with the appointment of an administrator, or the appointment of an administrator, in any case in relation to the Tenant;
- d) the appointment of a receiver or manager or an administrative receiver in relation to any property or income of the Tenant;
- e) the commencement of a voluntary winding-up in respect of the Tenant, except a winding-up for the purpose of amalgamation or reconstruction of a solvent company in respect of which a statutory declaration of solvency has been filed with the Registrar of Companies;
- f) the making of a winding-up order in respect of the Tenant;
- g) the striking-off of the Tenant from the Register of Companies;
- h) the Tenant otherwise ceasing to exist (but excluding where the Tenant dies);
- i) the making of a bankruptcy order against the Tenant; or
- j) obtaining a moratorium under Part A1 of the Insolvency Act 1986 in relation to the Tenant;

**Insured Risks:** (except to the extent any of the following are Uninsured Risks) fire, explosion, lightning, earthquake, tempest, storm, flood, bursting and overflowing of water tanks, apparatus or pipes, impact by aircraft and aerial devices and articles dropped from them, impact by any road vehicle or animal not belonging to or under the control of the insured or any occupier of the premises or their respective employees, subsidence, ground heave, riot, civil commotion, strikes, locked out workers, malicious damage, and any other risks against which the Landlord decides to insure against from time to time and Insured Risk means any one of the Insured Risks.

**Interest Rate:** 4% per annum above the base rate from time to time of Nat West Bank Plc or, if that base rate stops being used or published, a comparable commercial rate specified by the Landlord (acting reasonably).

**Lettable Unit:** any part of the Building which from time to time is, or is intended to be, let or occupied.

**LPA 1925:** Law of Property Act 1925.

**LTA 1954:** Landlord and Tenant Act 1954.

**LTCA 1995:** Landlord and Tenant (Covenants) Act 1995.

**Permitted Use:** use as office space.

**Property:** the property described in Schedule 1.

**Property Plan:** the plan annexed to this lease at ANNEX A.

**Retained Parts:** means all parts of the Building and its curtilage not let or intended to be let to a tenant including (without limitation):

- a) the foundations, roofs, exterior and load bearing walls, supporting columns, joists, beams and cross-members;
- b) the entrances doors, halls, passages, landing, stairs, sanitary facilities and any floor coverings therein;
- c) all vehicular or pedestrian ways, forecourts, car parks, landscaped areas, boundary features, gates and barriers and refuse collection areas;
- d) plant and store rooms and security;
- e) all Service Media (except any exclusively serving premises let or intend to be let; and
- f) fire escapes.

**Recommendation Report:** a report as defined in regulation 4 of the EPC Regulations.

**Rent:** £2,560 (Two Thousand Five Hundred and Sixty Pounds) per annum (inclusive of insurance rent and service charge) and subject to clause 9.3.

**Rents:** the rents set out in clause 2.2.

**Rent Commencement Date:** the date of this lease.

**Rent Payment Dates:** 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October.

**Reservations:** the rights excepted and reserved in paragraph 1 of Schedule 3.

**Rights:** the rights granted in paragraph 1 of Schedule 2.

**Services:** are:

- a) keeping the Common Parts clean and tidy;
- b) lighting the Common Parts and the Property;
- c) providing heating to the internal areas of the Common Parts and the Property during such periods of the year as the Landlord reasonably considers appropriate;
- d) supplying hot and cold water to the Common Parts;
- e) providing a refuse bin on the Common Parts for the storage of refuse from the Property and disposing of that refuse;
- f) providing fire prevention, detection and fighting machinery and equipment and fire alarms on the Common Parts; and
- g) keeping the Service Media at the Building (excluding the Service Media forming part of any Lettable Unit in reasonable working order); and
- h) maintaining the Retained Parts.
- i) Insuring the Building in accordance with the terms of clause 22.1

**Service Media:** all media for the supply or removal of Utilities and all structures, machinery and equipment ancillary to those media.

**Tenant Damage:** damage or destruction caused by an act or omission of the Tenant or any Authorised Person.

**Term:** a term of one year from and including the date of this lease to and including 2026.

**Termination Date:** the date on which this lease determines (however it determines).

**Third Party Rights:** all easements and other rights, covenants and restrictions affecting the Building and any land over which the Rights are granted.

**Uninsured Risks:** any of the risks specified in the definition of Insured Risks where such risks are not insured against at the date of the relevant damage or destruction because of an exclusion imposed by the insurers or because insurance for such risks was not available in the London insurance market on reasonable terms acceptable to the Landlord at the time the insurance policy was entered into and **Uninsured Risk** means any one of the Uninsured Risks.

**Utilities:** electricity, gas, water, sewage, air-conditioning, heating, energy, telecommunications, data and all other services and utilities.

**VAT:** value added tax or any equivalent tax chargeable in the UK.

**Written Replies:** subject to clause 1.21, are any written replies that the Landlord's legal adviser has given before the date of this lease to any written enquiries raised by the Tenant's legal adviser.

- 1.2 A reference to this **lease**, except a reference to the date of this lease or to the grant of this lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental or collateral to it.
- 1.3 The Schedules form part of this lease and shall have effect as if set out in full in the body of this lease. Any reference to **this lease** includes the Schedules.
- 1.4 Unless the context otherwise requires, references to clauses, Schedules and Annexes are to the clauses, Schedules and Annexes of this lease and references to paragraphs are to paragraphs of the relevant Schedule.
- 1.5 Clause, Schedule and paragraph headings shall not affect the interpretation of this lease.
- 1.6 A reference to the **Landlord** includes a reference to the person entitled to the immediate reversion to this lease and a reference to the **Tenant** includes a reference to its successors in title and assigns.
- 1.7 In relation to any payment, a reference to a **fair proportion** is to a fair proportion of the total amount payable, determined conclusively (except as to questions of law) by the Landlord.
- 1.8 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).



- 1.9 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.10 The expressions **landlord covenant** and **tenant covenant** each has the meaning given to it by the LTCA 1995.
- 1.11 Any obligation on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.12 Unless the context otherwise requires, references to the **Building**, the **Common Parts**, a **Lettable Unit** and the **Property** are to the whole and any part of them or it.
- 1.13 For the purposes of each of the following:
- (a) the easements set out in paragraph 1 of Schedule 2 that burden the Building (excluding the Property);
  - (b) the easements set out in paragraph 1 of Schedule 3 that benefit the Building (excluding the Property);
  - (c) the registration of the easements referred to in clause 1.13(a) and clause 1.13(b) at HM Land Registry; and
  - (d) clause 24.2;

the Building shall only include the land and buildings specified in the definition of the Building and no other land or buildings.

- 1.14 Unless the context otherwise requires, any words following the terms **including**, **include**, **in particular**, **for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.15 For the purposes of the definition of **Insolvency Event**:
- (a) where any of the paragraphs in that definition apply in relation to:
    - (i) a partnership or limited partnership (as defined in the Partnership Act 1890 and the Limited Partnerships Act 1907 respectively), that paragraph shall apply subject to the modifications referred to in the Insolvent Partnerships Order 1994 (SI 1994/2421) (as amended); and
    - (ii) a limited liability partnership (as defined in the Limited Liability Partnerships Act 2000), that paragraph shall apply subject to the modifications referred to in the Limited Liability Partnerships Regulations 2001 (SI 2001/1090) (as amended); and
  - (b) **Insolvency Event** includes any analogous proceedings or events that may be taken pursuant to the legislation of another jurisdiction in relation to a tenant incorporated or domiciled in such relevant jurisdiction.

- 1.16 A reference to **writing** or **written** excludes fax and email.
- 1.17 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.18 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- 1.19 Unless expressly provided otherwise in this lease, a reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.20 Unless expressly provided otherwise in this lease, a reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.
- 1.21 For the purposes of the definition of **Written Replies**, **written replies** and **written enquiries** include any pre-contract enquiries and any replies to pre-contract enquiries that are requested or given by reference to standard form of enquiries and include enquiries or replies so requested or given by email.
- 1.22 If any provision or part-provision of this lease is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this lease.

## **2. Grant**

- 2.1 The Landlord lets the Property to the Tenant for the Term, together with the Rights, excepting and reserving the Reservations and subject to the Third Party Rights.
- 2.2 The grant in clause 2.1 is made with the Tenant paying as rent to the Landlord the Rent, all interest payable under this lease, all other sums payable under this lease and all VAT chargeable on the other rents set out in this clause 2.2.

## **3. Tenant covenants**

The Tenant covenants with the Landlord to observe and perform the tenant covenants of this lease during the Term or (if earlier) until the Tenant is released from the tenant covenants of this lease by virtue of the LTCA 1995.

## **4. Payment of Rent and other sums**

- 4.1 The Tenant must pay the Rent by four equal instalments in advance on or before the Rent Payment Dates except that the Tenant must pay the first instalment of Rent on the Rent Commencement Date and that first instalment shall be the proportion of the Rent calculated on a daily basis for the period from and including the Rent Commencement Date to and including the day before the next Rent Payment Date after the Rent Commencement Date.

4.2 If any of the Rent or any other sum payable by the Tenant under this lease has not been paid within five working days of its due date (whether it has been formally demanded or not), the Tenant must pay to the Landlord interest on that amount at the Interest Rate (both before and after any judgment). Such interest shall accrue on that amount on a daily basis for the period beginning on and including its due date to and including the date of payment.

4.3 The Tenant must pay the Rent and all other sums payable under this lease in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

## **5. VAT**

5.1 All sums payable by the Tenant under or in connection with this lease are exclusive of any VAT that may be chargeable and the Tenant must pay VAT, if demanded, in respect of all taxable supplies made to it in connection with this lease on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.

5.2 Every obligation on the Tenant, under or in connection with this lease, to pay any sum by way of a refund or indemnity, includes an obligation to pay an amount equal to any VAT incurred on that sum by the Landlord (except to the extent that the Landlord obtains credit for such VAT).

## **6. Utility Costs, Rates and Taxes**

6.1 The Tenant must pay all costs in connection with the supply or removal of Utilities to or from the Property if they are separately charged by the provider of such Utilities on the Property or are invoiced directly to the Tenant by such provider.

6.2 The Tenant must pay all present and future rates, taxes and other impositions and outgoings payable in respect of the Property, its use and any works carried out there if the Property is separately rated or charged for any such items.

## **7. Costs**

7.1 The Tenant must pay on demand and on a full indemnity basis the costs and expenses of the Landlord including any solicitors' or other professionals' costs and expenses (whether incurred before or after the Termination Date) in connection with, or in contemplation of, any of the following:

- (a) the enforcement of the tenant covenants of this lease;
- (b) serving any notice or taking any proceedings in connection with this lease under section 146 or 147 of the LPA 1925 (notwithstanding that forfeiture is avoided otherwise than by relief granted by the court);
- (c) the preparation and service of a schedule of dilapidations in connection with this lease; or

- (d) any consent or approval applied for under this lease, whether or not it is granted (unless the consent or approval is unreasonably withheld by the Landlord).

7.2 The Tenant must pay the Landlord's legal fees in the sum of £500 incurred in connection with the negotiation, preparation and completion of this lease.

## **8. Prohibition of dealings**

The Tenant must not assign, sublet, charge, part with possession of or share the occupation of the whole or any part of the Premises except that the Tenant will be allowed to assign the whole of the Premises if the Landlord consents in writing (which cannot be unreasonably withheld but which may be subject to reasonable conditions) and the Tenant and the assignee enter into a licence to assign (in such form as the Landlord reasonably requires) and for the purposes of Section 19(1A) Landlord and Tenant Act 1927 the Landlord may impose the following conditions before giving consent to any assignment:

- (a) the Tenant enters into an Authorised Guarantee Agreement as defined in the Landlord and Tenant (Covenants) Act 1995 (in such form as the Landlord reasonably requires);
- (b) all sums due from the Tenant under this Lease are paid before completion of the proposed assignment; and
- (c) if the Landlord reasonably requires the proposed assignee deposits in a bank account with a bank nominated by the Landlord cleared funds for a deposit equal to half the annual Principal Rent plus an amount equivalent to VAT on such amount and enters into a rent deposit deed in such form as the Landlord reasonably requires.

## **9. Repair and decoration**

9.1 The Tenant must:

- (a) subject to clause 9.2, keep the Property in good and substantive repair and condition;
- (b) ensure that any Service Media within and exclusively serving the Property is kept in good working order;
- (c) keep the Property clean, tidy and clear of rubbish including, as often as reasonably necessary, cleaning the internal and external surfaces of the glass in the front windows of the Property and the internal surfaces of any other glass at the Property (whether or not that glass forms part of the Property); and
- (d) replace as soon as possible with glass of similar appearance and of similar or better quality any glass forming part of the Property that becomes cracked or broken.

9.2 The Tenant shall not be liable to repair the Property (excluding any Excluded Insurance Items forming part of the Property) to the extent that any disrepair has been caused by:

- (a) an Insured Risk unless and to the extent that the policy of insurance of the Property has been vitiated or any insurance proceeds withheld in consequence of any act or

omission of the Tenant or any Authorised Person or the insurance cover in relation to that disrepair is limited as referred to in clause 22.1(a); or

- (b) Building Damage by an Uninsured Risk unless such Building Damage is Tenant Damage.

## **10. Alterations and signs**

- 10.1 Except as permitted by this clause 10, the Tenant must not make any alteration or addition to the Property.
- 10.2 The Tenant may make internal non-structural alterations to the Property with the Landlord's written consent, such consent not to be unreasonably withheld or delayed.
- 10.3 The Tenant must not install any Service Media at the Property nor alter the route of any Service Media at the Property without the consent of the Landlord, such consent not to be unreasonably withheld or delayed.
- 10.4 The Tenant must not attach any sign, poster or advertisement to the Property so as to be seen from the outside of the Property.

## **11. Returning the Property to the Landlord**

- 11.1 At the Termination Date, the Tenant must return the Property to the Landlord with vacant possession in the condition required by this lease and must remove from the Property any tenant's fixtures, any alterations to the Property undertaken by or for the Tenant during or in anticipation of this lease (unless the Landlord requires the same to remain) and all stock and chattels belonging to or used by the Tenant and must make good any damage caused to the Building by that removal.
- 11.2 The Tenant shall provide to the Landlord copies of all certificates and documentation relating to health and safety compliance issues within the Property for the period of the Term.
- 11.3 The Tenant irrevocably appoints the Landlord to be the Tenant's agent to store or dispose of any stock, chattels, fittings or items it has fixed to the Property and which have been left by the Tenant on the Property for more than ten working days after the end of the Termination Date. The Landlord shall not be liable to the Tenant by reason of that storage or disposal. The Tenant must indemnify the Landlord in respect of any claim made by a third party in relation to that storage or disposal.

## **12. Use**

The Tenant must not:

- (a) use the Property for any purpose other than the Permitted Use.
- (b) use the Property for any illegal purposes nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the Landlord, the

other tenants or occupiers of the Building or any property that neighbours the Building;

- (c) overload any part of the Building nor overload or block any Service Media at or serving the Property;
- (d) allow to pass into the Service Media at or serving the Property any noxious or deleterious effluent or other substance which may damage the Service Media, the Property or any other neighbouring property;
- (e) place or keep any items on any external part of the Building or the Property or on the Common Parts (whether or not such items are for sale); or
- (f) (except as permitted by the Rights and clause 10.3 interfere with any Service Media in the Building.

### **13. Regulations**

The Tenant must observe all reasonable and proper regulations made by the Landlord from time to time in accordance with the principles of good estate management and notified to the Tenant relating to the use of the Building.

### **14. Exercise of the Rights**

#### **14.1 The Tenant must exercise the Rights:**

- (a) only in connection with the Tenant's use of the Property for the Permitted Use;
- (b) in accordance with any regulations made by the Landlord under clause 13; and
- (c) in compliance with all laws relating to the Tenant's use of the Building pursuant to the Rights.

#### **14.2 In exercising any right of entry on to any of the Common Parts or any Lettable Unit pursuant to paragraph 1.5 of Schedule 2, the Tenant must:**

- (a) except in case of emergency, give reasonable notice of its intention to exercise that right to the Landlord and any occupiers of the relevant Lettable Unit;
- (b) where reasonably required by the Landlord or the occupier of the relevant Lettable Unit, exercise that right only if accompanied by a representative of the Landlord, the tenant or the occupier of the relevant Lettable Unit;
- (c) cause as little damage as possible to the Common Parts and any other Lettable Unit and to any property belonging to or used by the Landlord or the tenants or occupiers of any other Lettable Unit;
- (d) cause as little inconvenience as reasonably possible to the Landlord and the tenants and occupiers of the other Lettable Units; and
- (e) promptly make good any damage caused by reason of the Tenant exercising that right.

14.3 Within one month after the Termination Date (and notwithstanding that the Term has ended), the Tenant must make an application to remove all entries on the Landlord's title relating to the easements granted by this lease and must ensure that any requisitions raised by HM Land Registry in connection with that application are responded to promptly and properly. The Tenant must keep the Landlord informed of the progress and completion of its application.

## **15. Compliance with laws**

15.1 The Tenant must comply with all laws (including those relating to health and safety, fire safety and testing of electrical installations) relating to the Property and the occupation and use of the Property by the Tenant, the use of all Service Media and machinery and equipment at or serving the Property, any works carried out at the Property and all materials kept at or disposed from the Property and must obtain any consents required by statute relating to such matters.

15.2 The Tenant must observe and comply with all laws relating to town and country planning and must not apply for or implement any planning permission in respect of the Premises without the prior written consent of the Landlord;

## **16. Energy Performance Certificates**

16.1 The Tenant must:

- (a) co-operate with the Landlord so far as is reasonably necessary to allow the Landlord to obtain an Energy Performance Certificate and Recommendation Report for the Property or the Building including providing the Landlord with copies of any plans or other information held by the Tenant that would assist in obtaining an Energy Performance Certificate and Recommendation Report; and
- (b) allow such access to any Energy Assessor appointed by the Landlord as is reasonably necessary to inspect the Property for the purposes of preparing an Energy Performance Certificate and Recommendation Report for the Property or the Building.

16.2 The Tenant must not commission an Energy Performance Certificate for the Property without the Landlord's consent such consent not to be unreasonably withheld.

## **17. Indemnity**

The Tenant must keep the Landlord indemnified against all liabilities, expenses, costs (including, but not limited to, any solicitors' or other professionals' costs and expenses), claims, damages and losses (including, but not limited to, any diminution in the value of the Landlord's interest in the Building and loss of amenity of the Building) suffered or incurred by the Landlord arising out of or in connection with any breach of any tenant covenants in this lease, any use or occupation of the Property or the carrying out of any works permitted or required to be carried out under this lease or any act or omission of the Tenant or any Authorised Person.

**18. Landlord covenants**

The Landlord covenants with the Tenant to observe and perform the landlord covenants of this lease during the Term.

**19. Quiet enjoyment**

The Landlord covenants with the Tenant that the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this lease.

**20. Landlord to provide the Services**

20.1 Subject to clause 20.2, the Landlord must use reasonable endeavours to provide the Services.

20.2 The Landlord shall not be:

- (a) obliged to provide any of the Services outside the hours of 08:00 until 20:00 hours;
- (b) liable for any interruption in, or disruption to, the provision of any of the Services for any reason that is outside the reasonable control of the Landlord.

**21. Limitation of liability**

The Landlord shall not be liable to the Tenant for any failure of the Landlord to perform any landlord covenant in this lease unless the Landlord knows it has failed to perform the covenant, or reasonably should know this, and has not remedied that failure within a reasonable time.

**22. Insurance**

22.1 The Landlord must:

- (a) subject to any limitations, excesses and conditions that may be imposed by the insurers, insure (and keep insured) the Building (excluding the Excluded Insurance Items) on normal market terms against loss or damage by the Insured Risks for such cost or value as the Landlord (acting reasonably) considers prudent; and
- (b) at the request of the Tenant (such request not to be made more frequently than once a year) supply the Tenant with full details of the insurance policy effected by the Landlord under clause 22.1(a) and evidence of payment of the current year's premiums.

22.2 The Tenant must not do or omit to do anything as a result of which any insurance policy in relation to the Building may become void or voidable or otherwise prejudiced, the payment of any policy money may be withheld or any increased or additional insurance premium may become payable.



22.3 If any Building Damage by an Insured Risk occurs, payment of the Rent (or a fair proportion of it according to the nature and extent of that Building Damage) shall be suspended until the earlier of:

- (a) the date on which the Building has been reinstated so as to make the Property fit for occupation and use and accessible; and
- (b) the Termination Date.

Except that the Rent shall not be suspended under this clause 22.3 if the Building Damage is caused by an Insured Risk and the policy of insurance in relation to the Building has been vitiated in whole or in part as a result of any act or omission of the Tenant or any Authorised Person or by an Uninsured Risk and the Building Damage was Tenant Damage.

22.4 If Building Damage by an Insured Risk or an Uninsured Risk occurs and the Landlord has not reinstated the relevant parts of the Building so as to make the Property fit for occupation and use and accessible within three months of the occurrence of that Building Damage, either party may at any time thereafter terminate this lease by giving notice to the other party provided that the Tenant may only give such notice where the Building Damage was caused by:

- (a) an Insured Risk and the policy of insurance in relation to the Building was not vitiated in whole or in part as a result of any act or omission of the Tenant or any Authorised Person; or
- (b) an Uninsured Risk, the Building Damage was not Tenant Damage.

22.5 If either party gives a notice to terminate this lease in accordance with clause 22.4:

- (a) this lease shall terminate with immediate effect from the date of the notice;
- (b) neither party shall have any further rights or obligations under this lease except for the rights of any party in respect of any earlier breach of this lease; and
- (c) any proceeds of the insurance for the Building shall belong to the Landlord.

22.6 The Tenant shall insure:

- (a) its fixtures, fittings, contents and plate glass within the Premises; and
- (b) its third party liability, employer's liability and public liability risks in relation to the Premises arising from the Tenant's use of the Property for the Permitted Use such insurance to be for a minimum amount of £5 million per claim.

### **23. Re-entry and forfeiture**

23.1 The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time after any of the following occurs:

- (a) the whole or any part of the Rents is unpaid 21 days after becoming payable (whether it has been formally demanded or not);

- (b) any breach of any condition of, or tenant covenant in, this lease; or
- (c) an Insolvency Event.

23.2 If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this lease shall immediately end but without prejudice to any right or remedy of the Landlord in respect of any breach of covenant by the Tenant.

**24. Section 62 of the LPA 1925, implied rights and existing appurtenant rights**

24.1 The grant of this lease does not create by implication any easements or other rights for the benefit of the Property or the Tenant and the operation of section 62 of the LPA 1925 is excluded.

24.2 The Property is let without the benefit of any existing easements or other rights which are appurtenant to the whole or any part of the Building.

**25. Exclusion of sections 24 to 28 of the LTA 1954**

The parties:

(a) confirm that:

- (i) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, not less than 14 days before this lease was entered into;
- (ii) [ ] who was duly authorised by the Tenant to do so made a declaration dated [ ] in accordance with the requirements of section 38A(3)(b) of the LTA 1954; and
- (iii) there is no agreement for lease to which this lease gives effect; and

(b) agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.

**26. Breach of repair and maintenance obligation**

26.1 The Landlord may enter the Property to inspect its condition and state of repair and give the Tenant a notice of any breach of any of the tenant covenants in this lease relating to the condition or repair of the Property.

26.2 Following the service of a notice pursuant to clause 26.1, the Landlord may enter the Property and carry out the required works if the Tenant is not carrying out the required works with all due speed or has not begun any works required to remedy any breach specified in that notice within three months of the notice or, if works are required as a matter of emergency, immediately.

26.3 The costs incurred by the Landlord in carrying out any works pursuant to clause 26.2 (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Tenant to the Landlord and payable on demand.

26.4 Any action taken by the Landlord pursuant to this clause 266 shall be without prejudice to the Landlord's other rights (including those under clause 233).

## **27. Notices**

27.1 Except where this lease specifically states that a notice need not be in writing, any notice given under or in connection with this lease shall be in writing and given:

(a) by hand:

- (i) if the party is a company incorporated in the United Kingdom, at that party's registered office address;
- (ii) if the party is a company not incorporated in the United Kingdom, at that party's principal place of business in the United Kingdom; or
- (iii) in any other case, at that party's last known place of abode or business in the United Kingdom; or

(b) by pre-paid first-class post or other next working day delivery service:

- (i) if the party is a company incorporated in the United Kingdom, at that party's registered office address;
- (ii) if the party is a company not incorporated in the United Kingdom, at that party's principal place of business in the United Kingdom; or
- (iii) in any other case, at that party's last known place of abode or business in the United Kingdom.

27.2 If a notice complies with the criteria in clause 27.1, whether or not this lease requires that notice to be in writing, it shall be deemed to have been received if:

- (a) delivered by hand, at the time the notice is left at the proper address; or
- (b) sent by pre-paid first-class post or other next working day delivery service, on the second working day after posting.

27.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

## **28. Joint and several liability**

Where a party comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of that party arising under this lease. The other party may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

## **29. Entire agreement**

29.1 This lease constitutes the whole agreement between the parties and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to its subject matter.

- 29.2 Each party acknowledges that in entering into this lease it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently) other than those contained in any Written Replies.
- 29.3 Nothing in this lease constitutes or shall constitute a representation or warranty that the Property may lawfully be used for any purpose allowed by this lease.
- 29.4 Nothing in this clause shall limit or exclude any liability for fraud.

**30. Contracts (Rights of Third Parties) Act 1999**

This lease does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

**31. Governing Law**

This lease and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

**32. Jurisdiction**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim including non-contractual disputes or claims arising out of or in connection with this lease or its subject matter or formation.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

## **Schedule 1     Property**

1.     The premises known as room 9 situated on the ground floor of the Building and shown edged blue on the Property Plan:

1.1    Including:

- (a)    the office front, window glass and fascia of those premises;
- (b)    the whole of any non-structural walls and columns wholly within those premises;
- (c)    one-half severed vertically of any interior non-structural walls and columns separating those premises from any adjoining Lettable Unit;
- (d)    the interior plaster and other interior surface finishes on the:
  - (i)     exterior non-structural walls and columns bounding those premises;
  - (ii)    interior non-structural walls and columns separating those premises from any adjoining part of the Building (excluding any other Lettable Unit); and
  - (iii)   structural walls and columns within or bounding those premises;
- (e)    the interior plaster and other interior surface finishes on the ceilings within those premises;
- (f)    the floor screed and other interior surface finishes on the floors within those premises;
- (g)    the doors, door frames and fittings within all the walls within and bounding those premises;
- (h)    the windows, window frames and fittings within all the walls within and bounding those premises (except the exterior walls);
- (i)    all Service Media and any other media, plant, machinery and equipment within and exclusively serving those premises;
- (j)    all landlord's fixtures and fittings within those premises; and
- (k)    all additions and improvements to those premises.

1.2    Excluding:

- (a)    subject to paragraph 1.1(d), paragraph 1.1(g) and paragraph 1.1(h) of this Schedule, the whole of the:
  - (i)     exterior non-structural walls and columns bounding those premises;
  - (ii)    interior non-structural walls and columns separating those premises from any adjoining part of the Building (excluding any other Lettable Unit); and
  - (iii)   structural walls and columns within or bounding those premises;
- (b)    the windows, window frames and fittings within the exterior walls bounding those premises;

- (c) subject to paragraph 1.1(e) and paragraph 1.1(f) of this Schedule, the floors and ceilings within those premises;
- (d) all Service Media and any other media, plant, machinery and equipment within but not exclusively serving those premises; and
- (e) all structural parts of the Building (except any set out in paragraph 1.1 of this Schedule).

## **Schedule 2     Rights**

1. In common with the Landlord and any other person authorised by the Landlord, the Landlord grants to the Tenant the following easements (for the benefit of the Property) and the following other rights:
  - 1.1 The right to support and protection for the Property from the other parts of the Building to the extent that those parts of the Building provide support and protection to the Property at the date of this lease.
  - 1.2 In accordance with any Landlord's designation under paragraph 1.7 of Schedule 3, the right to use those Common Parts designated from time to time by the Landlord for the Tenant's use for the purposes of access to and egress from the Property and those parts of the Building over which the Tenant is granted rights in this Schedule.
  - 1.3 The right to use for the purpose of emergency egress on foot from the Property the emergency and fire escape routes designated from time to time by the Landlord in accordance with paragraph 1.6(a) of Schedule 3.
  - 1.4 The right to use and to connect into any Service Media at the Building that belong to the Landlord and serve (but do not form part of) the Property which are in existence at the date of this lease or are installed or constructed during the Term. Provided that the Landlord may, at its discretion and at any time, re-route or replace any Service Media at the Building pursuant to paragraph 1.3(c) of Schedule 3 and this right shall then apply in relation to the Service Media as re-routed or replaced.
  - 1.5 Subject to the Tenant complying with clause 14.2, the right to enter the Common Parts or any other Lettable Unit so far as is reasonably necessary to carry out any works to the Property required or permitted by this lease.

### **Schedule 3      Reservations**

1. Subject to paragraph 2 and paragraph 3 of this Schedule, the Landlord excepts and reserves from this lease the following easements (for the benefit of the Building (excluding the Property)) and the following other rights:
  - 1.1 Rights of light, air, support and protection to the extent those rights are capable of being enjoyed at any time during the Term.
  - 1.2 The right to enter the Property:
    - (a) to repair, maintain, install, construct, re-route or replace any Service Media or structure relating to any of the Reservations;
    - (b) to carry out any works to any other part of the Building; and
    - (c) for any other purpose mentioned in or connected with this lease, the Reservations or the Landlord's interest in the Building.
  - 1.3 The right to:
    - (a) use and connect into Service Media at, but not forming part of, the Property which are in existence at the date of this lease or which are installed or constructed during the Term;
    - (b) install and construct Service Media at the Property to serve any other part of the Building (whether or not such Service Media also serve the Property); and
    - (c) re-route and replace any Service Media referred to in this paragraph.
  - 1.4 At any time during the Term, the full and free right to build, rebuild, alter or develop the Building as the Landlord may think fit.
  - 1.5 The right to erect scaffolding at the Property and attach it to any part of the Property in connection with any of the Reservations.
  - 1.6 The right from time to time to:
    - (a) designate alternative areas, routes or facilities over which the Rights may be exercised; or
    - (b) prevent or restrict access to any of the Common Parts if reasonably required to enable works to be carried out to any part of the Building or in case of emergency.
  - 1.7 The right from time to time to designate which of the Common Parts may be used by the Tenant on foot only, by vehicles only or both on foot and by vehicles and this shall include the right to specify which type, size and weight of vehicles are permitted to use any of those Common Parts designated by the Landlord for use by vehicles.
  - 1.8 Provided that the Common Parts are not materially obstructed by such use, the right to allow:



- (a) any operation, enterprise, item, facility or service (including, but not limited to, any kiosk, stall, stand, machine, advertising medium or structure) to operate from the Common Parts; and
- (b) promotional, marketing, seasonal or other commercial activities and events to occur on the Common Parts.

2. The Reservations:

- 2.1 Are excepted and reserved notwithstanding that the exercise of any of the Reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Property or the Common Parts or loss of amenity for the Property or the Common Parts provided that they do not materially adversely affect the use and enjoyment of the Property for the Permitted Use.
  - 2.2 May be exercised by the Landlord, anyone else who is or becomes entitled to exercise them and anyone authorised by the Landlord.
  - 2.3 Are excepted and reserved to the extent possible for the benefit of any neighbouring or adjoining property in which the Landlord acquires an interest during the Term.
3. No party exercising any of the Reservations, nor its workers, contractors, agents and professional advisers, shall be liable to the Tenant or to any undertenant or other occupier of or person at the Property for any loss, damage, injury, nuisance or inconvenience arising by reason of its exercising any of the Reservations except for physical damage to the Property or any loss, damage, injury, nuisance or inconvenience in relation to which the law prevents the Landlord from excluding liability.

Executed as a deed by the  
**CUMBERLAND COUNCIL**  
 acting by an authorised signatory in  
 the presence of a witness:

.....  
 Authorised signatory

.....  
 Witness's signature

.....  
 Name of witness

Executed as a deed by the  
**WORKINGTON TOWN COUNCIL**  
acting by an authorised signatory in  
the presence of a witness:



.....  
Witness's signature



.....  
Name of witness



.....  
Authorised signatory

**ANNEX A Property Plan**

Handwritten notes or scribbles in the upper right quadrant of the page.

**ANNEX B Building Plan**









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| <b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>          | <b>Agenda<br/>Item<br/>No.<br/>15b</b> |
| <b>Meeting date:</b> Tuesday 22 <sup>nd</sup> April 2025 |  |
| <b>From:</b> Chief Officer/RFO                           |  |
| <b>Title:</b> Council Offices                            |  |

**1. RECOMMENDATION**

- Committee are to note the report for information.
- Committee to consider leasing additional office space at the Town Hall.

**2. DETAIL**

Currently the Council leases three ground floor offices from Cumberland Council at the town hall.

Office space for four staff members

Community room and kitchen for meetings and space for the Chief Officer/RFO.

A third room which is used for the Estates Team and storage of some Council filing.

It is suggested that the Council lease a further two rooms on the first floor of the town hall. This would allow more privacy for meetings and allow staff members to fully use the meeting space on the ground floor (currently they have limited use as the CO's desk is in the same room).

It will also allow more storage space for the equipment removed from Princess Street.

The large meeting room will remain for committee meetings and the room which staff are located now will be used as a second meeting room / reception area for staff members to use when multiple meetings are taking place.

The rooms on the first floor do not require any work.

**3. BUDGET IMPLICATIONS**

The cost per year for the additional first floor rooms is £9,650.





Workington  
Town Council

|  |  |
|--|--|
| <b>FINANCE &amp; GENERAL PURPOSES<br/>COMMITTEE</b>      | <b>Agenda<br/>Item<br/>No.<br/><br/>16</b> |
| <b>Meeting date:</b> Tuesday 22 <sup>nd</sup> April 2025 |  |
| <b>From:</b> Senior Business Support                     |  |
| <b>Title: Freedom Parade</b>                             |  |

**1. RECOMMENDATION**


- Committee to note the report for information.


**2. DETAIL**


Officers have met with members of the Duke of Lancs and confirmed the following:

Parade route:



The parade will depart at 11:30am from Pow Street onto Finkle Street, turning left onto Vulcan's Lane and proceed to Vulcan Park, arriving at the Cenotaph at approximately 12pm for a short service. 

The parade will leave Vulcan Park approx. 12:10pm via Park Lane and head onto Corporation Road towards Oxford Street, turning left to head to St Michael's Church for a Church service. Church service will start at approx. 12:15pm for 45 mins. 

Following the Church service, participants will head direct (not on parade) to the Waverley Hotel for refreshments around 1:15pm. 

Officers have confirmed the following with the Waverley Hotel –  
Food = sandwiches, sausage rolls, cheese & tomato quiche, shredded chicken & dips, pork pies, chicken & guacamole Vol Au Vents, homemade pizza, spring rolls & onion bhaji, chicken satay, chips.

Then for dessert: tray bakes and scones.

Price per head to include welcome drink - £15 per head.

Welcome drinks – tea, coffee, juice and water - no alcohol.

Officers have booked the church, first aid and security.

The Lord-Lieutenant has confirmed that he will be attending.

Officers are working on writing letters to all schools within the parish with information packs about what a Freedom Parade is, along with flags to make their own designs to bring to the parade.

The Duke of Lancs will be the only ones marching, The Mayor, Councillors and other guests will already be at the cenotaph to welcome the parade.  
They will then make their way separately to the Church ahead of the parade.

### **3. BUDGET IMPLICATIONS**

Currently the budget (25-26) for the event is approximated at £6,000.

Officers will provide committee with a full breakdown of costs at the next meeting