

Workington Town Council

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20 November 2019

To Members of Finance and General Purposes Committee

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

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

You are summoned to a meeting of Workington Town Council Finance and General Purposes Committee on Tuesday 26 November 2019 at 6.30pm in the Mayor's Reception Rooms, Town Hall, Workington.

Yours faithfully

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

Chris Bagshaw
Town Clerk

AGENDA

1. Apologies

To receive and accept any apologies.

2. Declarations of Interest

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

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

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

4. Minutes of the Previous Meeting

To receive the minutes of the meeting held on 17 September 2019 and affirm them as a true record.

5. Schedule of Payments

To receive and note the Schedule of Payments 1 September to 31 October 2019.

6. Bank Reconciliation Statement

To receive and note the Bank Reconciliation Statement as at 31 October 2019.

7. Budget Monitoring Statement

To receive and note a report on the Budget Monitoring Statement for 2019–2020 to 31 October 2019.

8. Finance Management Software

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

9. Employment Issues

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

10. Policy and Procedures

To consider any new or revised policies and procedures.

11. Property Matters – Town Hall and Accommodation

To consider any matters relating to the accommodation of the Council's offices.

Background

The Council has been investigating the possibilities of moving the Council's office base to the Princess St Day Centre at the corner of Vulcan Park. The property is currently owned by Cumbria County Council, and the Town Council has engaged Hyde Harrington to advise on its suitability. It is anticipated that their report on the property will be available prior to the meeting.

12. Budget 2020-21

To consider the budget proposals for the element of the council budget currently allocated to Finance and General Purposes. The finalised budget will contribute to the overall budget which is considered by this committee at a subsequent meeting in January, when the Council Tax base has been published.

DRAFT Budget F&GP Elements 2020-21

| | | 2019 | estimated outturn | estimated outturn over budget | Proposed 2020 | % of 2019 budget | Note |
|---------------------------------|-----|----------------|----------------------|--|------------------|------------------------|------|
| Accommodation | R | 16,500 | 16,000 | 97% | 16,500 | 100% | 1 |
| Advertising civic/employment | R | 750 | 500 | 67% | 750 | 100% | 2 |
| Annual Meeting | R | 2,750 | 2,486 | 90% | 1,800 | 65% | 3 |
| Audit fees | R | 2,250 | 1,750 | 78% | 2,250 | 100% | 4 |
| Car Park | C | 0 | - | 0% | 0 | #DIV/0! | 5 |
| Civic Functions | R | 4,000 | 2,000 | 50% | 4,000 | 100% | 6 |
| Election Fund | RR | 4,500 | 4,500 | 100% | 4,500 | 100% | 7 |
| Elections | R | 3,500 | - | 0% | 3,500 | 100% | 8 |
| Fleet | R | 5,000 | 5,000 | 100% | 5,000 | 100% | 9 |
| Insurance | R | 4,500 | 4,500 | 100% | 4,500 | 100% | 10 |
| Mayoral Allowance | R | 3,100 | 3,100 | 100% | 3,100 | 100% | 11 |
| Mayoral benches | C | 500 | 500 | 100% | 500 | 100% | 12 |
| Mayoral Travel | R | 1,020 | 1,020 | 100% | 1,020 | 100% | 13 |
| NI and Pensions | R | 42,120 | 42,000 | 100% | 43176 | 103% | 14 |
| Office general | R | 3,000 | 3,000 | 100% | 3,000 | 100% | 15 |
| PPE | R | 1,000 | 1,000 | 100% | 1,000 | 100% | 16 |
| Postage | R | 1,785 | 1,785 | 100% | 1,785 | 100% | 17 |
| Printing and stationery | R | 1,836 | 1,800 | 98% | 1,836 | 100% | 18 |
| Repairs and renewals | R/C | 5,000 | 5,000 | 100% | 5,000 | 100% | 19 |
| Robes | C | 1000 | - | 0% | 0 | 0% | 20 |
| Salaries | R | 184,000 | 184,000 | 100% | 189152 | 103% | 21 |
| Staff Training | R | 4,000 | 4,000 | 100% | 4,000 | 100% | 22 |
| Subscriptions | R | 2,000 | 2,000 | 100% | 2,200 | 110% | 23 |
| Telecoms and IT | R | 8,000 | 7,000 | 88% | 8,000 | 100% | 24 |
| Town Hall Development | C | 1000 | 1,000 | 100% | 0 | 0% | 25 |
| Website and newsletter | R | 5,865 | 5,865 | 100% | 5,865 | 100% | 26 |
| Community Development | | 15,000 | 8,000 | 53% | 5,000 | 33% | 27 |
| Citizen's Advice Bureau | | 5,000 | 5,000 | 100% | 5,000 | 100% | 28 |
| Member Development | | 3,000 | 1,000 | 33% | 2,000 | 67% | 29 |
| Youth Provision | | 10,000 | 10,000 | 100% | 5,000 | 50% | 30 |
| Total | | 341,976 | 323,806 | 95% | 329,434 | 96% | |

Earmarked Fund

| | |
|-----------------------|-------|
| By-elections | 9800 |
| 4yr Elections | 26822 |
| Robes | 1212 |
| Town Hall Development | 19500 |
| Repairs & renewals | 2800 |
| Car park | 1500 |

| | |
|-----------|------|
| Income | |
| Car park | 1500 |
| Dividends | 5750 |
| Rents | 585 |

Notes

1. Rent on the Town Hall rooms and a small lock up store in Moorclose. This is inclusive of rates and bills. Proposed budget does not account for any change in these circumstances
2. Advertising of civic events
3. Mainly room hire and refreshments at Mayor Making
4. Statutory internal and external audit
5. Investment in the small car park on Vulcans Lane
6. Mayor's Parlour and other expenses relating to the Mayoralty or the Council's Civic role.
7. Rolling saving fund for 4 year elections
8. Standing earmarked fund for by-elections or parish polls
9. Vehicle lease and fuel
10. Liability insurance for all aspects of council work and vehicle insurance
11. Paid to Mayor in Mayoral year to cover incidental expenses associated with role.
12. Council's Seating Policy commits to one public seat per year in honour of mayoral year.
13. Travel to mayoral functions
14. The Council is a member of the Local Government Pension Scheme
15. Miscellaneous office expenses such as photocopier and office furniture
16. Personal protective equipment for staff in line with H&S best practice
17. Now reducing due to increased email use
18. External print
19. General fund to mend and replace property and fixtures not covered elsewhere
20. Capital fund to replace worn-out Councillor robes
21. Eight staff (5 F/T, 3 P/T)
22. Includes statutory training for first aid, as well as correct certification for Estate Workers and Events staff
23. CALC, SLCC etc
24. Computers, software licensing, phones
25. Reserve set aside for developments to Town Hall accommodation
26. Licensing of web tools and domain names
27. General fund to support proposals which contribute to the community
28. Standing commitment over 30 years to support the work of the CAB
29. Training for councillors
30. General fund to support proposals which help young people