

Workington Town Council

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17 September 2018 v2

To Members of Finance, Property and Employment Committee

B Miskelly (chair)	P McHarry
M Bainbridge	J Osborn
K Hansen	M Rollo
M Heaslip	N Schofield (vice chair)
A McGuckin	J Wright

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

You are summoned to a meeting of Workington Town Council Finance, Property and Employment Committee on Monday 24 September 2018 at 6.00 pm in the Mayor's Reception Rooms, Town Hall, Workington.

Yours faithfully

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 Monday 30 July 2018 and affirm them as a true record.

5. Schedule of Payments

To receive and note Schedule of Payments 1 July to 31 August 2018.

6. Bank Reconciliation Statement

To receive and note Reconciliation Statement as at 31 August 2018.

7. Budget Monitoring Statement

To receive and note a report on the Budget Monitoring Statement for 2018– 2019 to 31 August 2018.

8. Annual Governance and Accountability Return (AGAR) 2017-18

To note the External Auditors Report and Certificate for 2017/18.

Background

The council's external auditors – PKF Littlejohn – have reviewed the information we submitted in our Annual Governance and Accountability Return (known as the AGAR) for the last financial year. They have not raised any further queries, and have issued a Certificate of Completion, which is displayed on the website and in the Park Lane entrance to the building.

Decision required: The committee should note the Certificate of Completion, and report accordingly to Full Council.

9. Property and other issues

a) Town Hall Development

To consider a proposal that the Town Council develops the four rooms currently occupied by the meeting room, parlour, estate team office and estate team store into a two larger reception/meeting rooms.

Background

The Mayoral Reception rooms were last decorated over 12 years ago, and the needs of the council and the building have changed. The rear access door is required as a fire exit, neither of the two public rooms are particularly accessible, and their capacity as both reception and meeting rooms is very limited. Following the transfer of Vulcan Park to the Town Council, an opportunity arises to relocate the Estate team in the park and extend the two reception rooms into the current Estate office. This would double their size, and allow the council to open out the rear door (currently a wet goods store) to make proper disability legislation compliant access to both committee meetings and Mayoral receptions. The Council set aside £20k for 'Town Hall Development; in 2016, and currently nearly all this money remains as an earmarked reserve. Superficial work with the Borough Council Property Manager (the landlord) suggests a scheme could be achieved well within this budget, though there is presently no budget for moving the Estate team to alternative accommodation.

Decision Required

Officers are seeking approval to put together a more detailed and costed plan, with a realistic timetable for completion.

b) Other Property Matters

To bring any live property issues to the committee's attention which require their consideration. This section is for the Clerk to bring any urgent matters of risk to the council. At the time of the publishing issue of the agenda, there were no specific issues.

10. Employment Issues

- a) To note the progress made by the Root and Branch Review on staffing.
- b) 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.