

Workington Town Council

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Minutes of the Finance, Property and Employment Committee Meeting on Tuesday 17 January 2017, at 6pm in Workington Town Hall

A Lawson Chair	Present
M Bainbridge	Present
K Hansen	Present
H Harrington	Present
M Heaslip	Apologies
A McGuckin	Present*
P McHarry	Present
B Miskelly	Present
J Osborn	Present
B Reville	Present
M Rollo	Apologies
N Schofield	Present
J Wright (Mayor)	Apologies

*arrived late

In attendance: Town Clerk, Assistant Town Clerk

F16.66 Apologies

Apologies were received and accepted from Cllrs M Heaslip, M Rollo and J Wright.

F16.67 Declarations of Interest

No further declarations were noted.

F16.68 Exclusion of Press and Public

No issues were noted.

F16.69 Minutes of the Last Meeting

The minutes of the meeting on 21 November 2016 were received and affirmed as a true record.

F16.70 Schedule of Payments

The committee considered the Schedule of Payments from November – 31 December 2016. The clerk drew the committee's attention to the payment of £5,000 for the Workington Lifeboats, as funding approved by the council.

Resolved: To note the schedule.

F16.71 Bank Reconciliation Statement

The committee considered the Bank Reconciliation Statement as at 31 December 2016.

Resolved: To note the statement.

F16.72 Budget Monitoring Statement

The committee considered the Budget Monitoring Statement for 2016– 2017 to 31 December 2016. A councillor noted that the expenditure for festivals had gone over budget. The clerk highlighted that the Town Council had received sponsorship for a number of the festivals held this year and this was presented in the income section of the statement. There was a brief discussion about the possibility of modifying format of the budget monitoring statement to illustrate this.

Resolved: To note the statement.

F16.73 CCLA Investment

The committee considered the latest report from the council's investment through the Local Authorities Mutual Investment Trust (LAMIT), administered by CCLA. The clerk drew the committee's attention to the increase in offer price between October 2016 and December 2016. As this is a seven year investment its progress will continue to be monitored over this time.

Resolved: To note the report.

F16.74 Employment Update

The Chair reported the appointment of the Estate Team Leader. The new member of staff would be joining the Town Council on 13 February 2016. The clerk highlighted that, due to the specialist requirements, extra recruitment planning was required for this position. There was a brief discussion on the wage scale of the post in comparison to similar roles in the area.

Resolved: To note the report.

F16.75 Equal Opportunities and Computer and Telephony Policies

The committee considered the draft Equal Opportunities and Computer and Telephony policies. Councillors noted amendments required on items 6.2 and 7.3, of the draft Equal Opportunities Policy, to reflect item 1.1. There was a discussion about how to monitor and review Town Council policies. A number of Councillors highlighted the requirement for staff to sign to say they have read the policies; this would protect the Council if a policy was breached. Councillors noted that policies should be regularly reviewed and kept up to date.

Resolved: To make the required amendments to the draft Equal Opportunities policy, before adopting the policy.

Resolved: To adopt the draft Computer and Telephony policy.

Resolved: To review Town Council policies every 3 years and to make any amendments to reflect changes in legislation, when required, during that time.

N Schofield left the meeting

F16.76 Property Issues

The clerk provided an overview on the Town Council's requirement for additional office space, including extra storage and the development of a member's room on the ground floor. It was noted that the Town Council have requested the adjacent first floor office once it becomes vacant. No further confirmation has been received from the landlords about when the MP's office would be moving from this location. A councillor queried the progress of developing the meeting room and mayors parlour, the clerk confirmed that to allow for these developments to move forward the additional office space would be required. The clerk reported that the Borough Council's Legal Services were working to advance the transfer of Vulcan Park, but no date had been set.

N Schofield returned to the meeting

Resolved: To contact the Allerdale Borough Council Portfolio holder for property to investigate the progress of the office vacancies in the Town Hall.

The meeting closed at 18.27

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