

# Workington Town Council

Town Hall, Oxford Street, Workington, Cumbria 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)



## Minutes of the Finance, Property and Employment Committee Meeting on Thursday 27 July 2017, at 6pm in Workington Town Hall

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

In attendance: Town Clerk, Assistant Town Clerk

### **F17.17 Apologies**

Apologies were received and accepted from Cllrs M Bainbridge and A Lawson.

### **F17.18 Declarations of Interest**

Cllr M Heaslip declared an 'other registered interest' for agenda item 9.

**Resolved:** For Cllr M Heaslip to remove himself from discussion of agenda item 9, Property Issues.

### **F17.19 Exclusion of Press and Public**

No items.

### **F17.20 Minutes of the Last Meeting**

The minutes of the meeting on 22 May 2017 were received and affirmed as a true record.

### **F17.21 Schedule of Payments**

The committee considered the Schedule of Payments 1 May to 30 June 2017. Councillors queried totals for the Town Hall Development and Website and Newsletter budget lines. The clerk clarified that due to the changes in the Town Council that further instructions would be given by Policy and Resources to determine how the Town Hall Development budget would be spent. He also confirmed that following the last meeting officers are continuing to develop costings and methods to present a Town Council Newsletter.

**Resolved:** To accept the Schedule.

#### **F17.22            Bank Reconciliation Statement**

The committee considered the Bank Reconciliation Statement as at 30 June 2017.

**Resolved:** To accept the Statement.

#### **F17.23            Budget Monitoring Statement**

The committee considered the Budget Monitoring Statement for 2017– 2018 to 30 June 2017.

**Resolved:** To accept the Budget Statement.

#### **F17.24            Bookkeeping and Accounting Software**

The clerk provided an overview of his research into a suitable Bookkeeping software package. He reported that extracting a like for like quote from each company was problematic, and that further work would be required to establish a breakdown of costs from the three suppliers sourced. The initial costs received, over a 3 year contract, range between £1,800 and £2,400. The clerk hoped that a new system could be established before the end of the financial year, a consequence of this however would require some further amendments to the Financial Regulations.

**Resolved:** To provide the committee with a comprehensive breakdown of three software quotes to deliver the Town Council's accounts.

#### **F17.25            Property issues**

The clerk reported that there has been some progress towards the acquisition of Vulcan Park from Allerdale Borough Council; however there has been a delay as a result of boundary issues following the sale of the park lodge. Councillors discussed the ownership of the land surrounding the lodge and whether the issue could be resolved following the transfer to the Town Council. The clerk confirmed that he was monitoring the progress and that this would be reviewed at the end of the month.

**Resolved:** To note the report

#### **F17.26            Apprenticeship Programme**

The clerk reported that a total of 35 applications had been received for the apprenticeship programme; from this 7 applicants had been shortlisted for interview. Interviews would consist on both standard style questions and a practical aptitude assessment. It is envisaged that the apprentice will be in position in the first week of September.

**Resolved:** To note the report.

#### **F17.27            Financial Regulations**

The clerk presented the amended Financial Regulations to the committee and highlighted the areas that required alterations. This included the way the Town Council issues payments, data protection and Mayor's Charity accounts. Areas that required further review for the future included the possibility of internet banking and the introduction of an investment policy to ensure the protection of funds. Councillors discussed the changes in internet banking and the practicalities of this for the Town Council. A number of councillors suggested that Unity Trust Bank could meet these requirements. Councillors reviewed the document and felt that more time to consider the content was required.

**Resolved:** For the clerk to investigate the possibility of transferring the Town Council bank account to Unity Trust Bank.

**Resolved:** To review the Financial regulations at the next meeting, as read, with any comments or alterations in preparation to bring them to Full Council in October.

The meeting closed at 18:37