

# Workington Town Council

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## Minutes of the Finance, Property and Employment Committee Meeting on Thursday 25 September 2014, at 6pm in Workington Town Hall

N Schofield Chair	Present
A Lawson Vice Chair	Apologies
C Armstrong	Apologies
B Bacon	Present
J Bracken	Absent
B Cannon	Absent
N Hardy	Absent
K Hansen	Present
M Heaslip	Present
R Jones	Absent
B Reville	Apologies
D Rollo	Apologies

### **F14.25 Apologies**

Apologies were received and accepted from Cllrs C Armstrong, A Lawson, B Reville and D Rollo.

### **F14.26 Declarations of Interest**

No additional declarations were made.

### **F14.27 Minutes of the Last Meeting**

The minutes of the meeting on 24 July 2014 were received and affirmed as a true record.

### **F14.28. Schedule of Payments**

The committee considered the Schedule of Payments 1 July to 31 August 2014. Payments to ISS were queried, and it was suggested that the clerk ensures the council is getting Best Value from this supplier. Since the council van was probably now a permanent fixture, should it not be funded through a revenue budget line and not a development budget line. It was suggested this be looked at when budgets were being revised for the new year.

**Resolved:** To accept the Schedule.

### **F14.29. Bank Reconciliation Statement**

The committee received the Reconciliation Statement as at 31 August 2014.

**Resolved:** To note the statement.

#### **F14.30. Budget Monitoring Statement**

The committee considered a report on the Budget Monitoring Statement for 2014 – 2015 to 31 August 2014. It was noted that the Member Development budget remained unspent. Councillors emphasised the importance of this and suggested this be reviewed with the new council in May 2015 to ensure take up.

It was noted that an emerging Northside project would require funding from the as yet unspent Community Development budget. The lack of spending in the Heritage budget was queried, and the clerk explained that the Culture committee was having further discussions with the Helena Thompson Museum to see how this committed fund might be most effectively spent.

**Resolved:** To accept the report.

#### **F14.31. Employment Issues**

- a) The committee considered whether any actions were required to implement the council's new complaints procedure (Full Council 14.38). The Town Clerk was asked to ensure the correct systems were in place and easily accessible.
- b) The committee reviewed the contract of the Senior Estate Worker. It was noted that the role had justified itself with the volume of work and it seemed likely that the council would continue to require a member of staff in this role for the foreseeable future. It therefore made sense to recommend that this role is made permanent.

**Resolved:** To recommend that the role of Senior Estate Worker is made permanent and that subject to Full Council's consent, a new contract is offered to the present Senior Estate Worker.

#### **14.32. Property issues**

The clerk updated the committee on the following matters:

- a) The status of current transfers of property and/or liabilities around the town including public realm furniture, play areas and allotments. The budget for this had now been agreed by Full Council, and the implication would be worked through by Borough Council and Town Council officers in due course.
- b) The repair and maintenance programme for existing assets, including litter and graffiti removal, cleaning and ongoing repairs. The Workington in Bloom sign had required repair costing around £600, and the various monuments in the Town Council's care required an up to date condition survey.

**Resolved:** To allow the clerk to pursue both tasks within the repairs and renewals budget.

- c) The future transfer of asset and/or liabilities to the town council. A query was raised concerning Friar's Well, which would be looked into by the clerk. It was noted that the James Smith VC memorial would require care and maintenance. The council should be aware of other town centred memorials which have liabilities currently not apparently met by any council.

- d) The management of the council's tenancy at the Town Hall.

The Clerk reported that he was making a number of suggested amendments to the proposed tenancy of the Town Hall, and these would be relayed to Borough Council officers in due course.

**Resolved:** To note these reports

The meeting closed at 19.04.