

WORKINGTON TOWN COUNCIL

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Minutes of the Finance, Property and Employment Committee Meeting on Thursday 23 January 2014, Workington Town Hall

| | |
|---------------------|-----------|
| N Schofield Chair | present |
| A Lawson Vice Chair | absent |
| C Armstrong | present |
| B Bacon | apologies |
| B Cannon | absent |
| M Fryer | absent |
| N Hardy | absent |
| H Harrington | present |
| M Heaslip | apologies |
| R Jones | present |
| B Reville | present |
| D Rollo | absent |

F13.64 Apologies

Apologies were received and accepted from Cllrs B Bacon and M Heaslip.

F13.65 Declarations of Interest

None.

F13.66 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered.

F13.67 Minutes of the Last Meeting

The minutes of the meeting on 21 November 2013 were affirmed as a true record.

F13.68 Schedule of Payments

The committee received the Schedule of Payments 8 November 2013 to 9 January 2014.

It was suggested that a flat fee be negotiated with the photographer to avoid an escalation of charges. It was suggested that mileage on the van is noted every week. It was suggested that the mayoral phone be disconnected. The clerk confirmed that he would check the extent of the Christmas lights in storage.

Resolved: To note the Schedule of Payments

Resolved: To disconnect the phone in the Mayor's Parlour

F13.69 Bank Reconciliation Statement

The committee received the Bank Reconciliation Statement as at 31 December 2013.

Resolved: To note the Statement

F13.70 Budget Monitoring Statement

The committee received a report on the Budget Monitoring Statement for 2013 – 2014 to 9 January 2014.

There was a query about where Allerdale Council invests the money the Town Council deposits with it. The clerk was asked to find answers.

Resolved: To note the Statement

Resolved: To ascertain where Allerdale Council invests the money the council deposits.

F13.71 Internal Auditor

The clerk reported that the IA working group had convened prior to the meeting and considered a number of applications for the post of Internal Auditor. It recommended that Jean Airey of Keswick be appointed.

Resolved: To appoint Jean Airey as Internal Auditor.

F13.72 Staffing Issues

No particular issues were reported.

F13.73 Property issues

a) Accommodation for the Council's officers and Mayor's Parlour

The Clerk reported that there was now a sufficient body of information for councillors to begin assessing their options prior to a recommendation.

Resolved: To convene the working group to progress the issue

b) The acquisition of play areas

These were now awaiting the completion of the Schedules of Works, prior to the completion of the transfer from Allerdale Borough Council.

c) The securing of the allotment estate

The Borough Property Officer was drawing up a schedule for the reports aspect of the transfer of the town's allotments to the Town Council. The transfer would probably be done in several sections, as some sites had residual values to be accounted for, and others were pending further discussion. The Allotments Committee were now keen for all sites to come under Town Council ownership, subject to satisfactory legal investigations.

d) Management of the land at Vulcan's Lane

The various aspects of the property were now being listed on the asset register.

It was suggested that the hanging basket fittings in Harrington should also be added to the register along with Reg Ayre's model of the Hall and the various items at the Helena Thompson Museum.

Resolved: To note the actions listed as ongoing additions to the council's property management regime.

F13.74 Risk Assessment

The committee reviewed the council's Risk Assessment statement, noting its importance for Audit. They noted that a number of actions required updating

Resolved: To adopt the Risk Assessment statement and review it again in the next Financial Year.