**WHITEHAVEN TOWN COUNCIL**

# Clerk and Responsible Financial Officer: Chairman:

Marlene Jewell Telephone: 01946 67366 Councillor Brian O'Kane

# To: Members of Whitehaven Town Council

You are duly **SUMMONED** to attend a **VIRTUAL MEETING of THE POLICY AND RESOURCES AND FINANCE COMMITTEE** which will be held on **Thursday 15th October 2020 at 4:00pm** on the **Zoom Platform** to transact the business contained in the attached Agenda.

The Meeting takes place under the authorisation scheme outlined in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Regulations) 2020.

**Join Zoom Meeting:**

https:/ / us02web.zoom.us/ j/ 83 520498484?pwd=RIM STmRpcDV6Z l hRUkNiaGpHd3U3QT09

# Meeting ID: 984 936 9546

**Password: 153835**

Signed... .. -- --- Dated.{.

Marlene Jewell, Clerk and Responsible Financial Officer

# AGENDA

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All Councillors and members of the public attending the virtual meeting should be aware that by joining the meeting they are agreeing to the following guidelines:

1. The meeting may be recorded for the purpose of minute taking and will be disposed of within 24 hours;
2. All attendees should have their microphones on mute;
3. To adhere to the Council's Code of Conduct and Standing Orders;
4. Only unmute microphones when invited to do so;
5. Speak clearly and look into the camera;
6. Turn phones to silent;
7. Be aware of time lags and allow time for participants to respond;
8. Introduce themselves when raising a point;
9. Respond to the Chair when their name is called;
10. Be aware of your background and what others can see behind you

# Apologies for Absence

1. **Declarations of Interest**

To receive declarations of interest by elected Members in respect of Agenda items.

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

# Public Participation

1. **Minutes of the Policy and Resources and Finance Committee held on 30th September 2019.**
2. **Finance Report**
3. **Councillor Ward Grants**

**WHITEHAVEN TOWN COUNCIL**

Minutes of the Policy and Resources and Finance Meeting held on 30th September 2019

Present: Councillor Hayes; Councillors Arrighi; Councillor O'Kane; Councillor Walmsley

M Jewell, Clerk and Responsible Financial Officer V Gorley, Assistant Clerk

10/19 **Apologies for Absence**

There were no apologies for absence.

11/19 **Appointment of Chairman**

Councillor Walmsley nominated Councillor Hayes as Chairman and this was seconded by Councillor O'Kane.

**RESOLVED** - That Councillor Hayes be appointed Chairman for the year.

# 12/19 Appointment of Deputy Chairman

Councillor Hayes nominated Councillor Arrighi as Deputy Chairman and this was seconded by Councillor O'Kane.

**RESOLVED** - That Councillor Arrighi be appointed Deputy Chairman for the year.

# 13/19 Declarations of Interest

There were no declarations of interest.

# 14/19 Minutes of the meeting held on 25th September 2018

It was proposed by Councillor O'Kane and seconded by Councillor Hayes that the minutes held on 25th September 2018 be signed and approved by the Chairman as a correct record.

**RESOLVED** - That the minutes of the meeting held on 25th September 2018 be approved and signed by the Chairman as a correct record.

15/19 **Public Participation**

There was no public participation.

16/19 **Finance Report**

The Committee considered a finance report and budget monitoring figures which appeared to be on target and noted that there were some very small overspends and that it may be necessary to vire in future

* 1. It was proposed by Councillor O'Kane and seconded by Councillor Maudling that a recommendation be made to full Council to approve and note the report.

**RECOMMENDED** - That a recommendation be made to Full Council that the Finance Report be approved and noted.

11. It was proposed by Councill O'Kane and seconded by Councillor Arrighi that a small Working Group be formed comprising members on the Policy and Resources and Finance Committee to work on the budget for 2020/2021 and make recommendations to Full Council.

**RECOMMENDED** - That a Working Group be formed comprising those members on the Policy and Resources and Finance Committee to work on the budget for 2020/2021 and make recommendations to Full Council.

The Meeting closed at 6:45pm.

Chairman

# P & R & FIN COM 15.10.2020

**Item 5**

**FINANCIAL REPORT**

**Purpose of the Report**

To inform Members of the current position regarding Council expenditure to date, and to identify if any funds need vired to meet any Budget overspend.

* 1. **INTRODUCTION**
  2. The 2020/2021 Budget shown at Appendix 1 was discussed at the Full Council meeting held on 30.01.2020 and it was resolved that the Revenue Budget and Precept of £437,769.52 be approved for 2020/2021, minute ref 1512/20 (a)(b) refers.

# FINANCIAL POSITION

* 1. Attached at Appendix 2 is a spreadsheet which s\_ho ws the Budget categories, the amount allocated in the budget to each of those categories, the net expenditure to date (30.09.2020), the estimated expenditure to 31.03.2021 (based on current spending) and whether there will be any overspend (highlighted in red) or underspend.

# RECOMMENDATION

* 1. Members are asked to note the information provided and to decide if any monies should be vired from a project where there is a significant underspend to cover any overspends elsewhere.

**WHITEHAVEN TOWN COUNCIL 2020/21 BUDGET PROPOSALS Appendix 1**

|  |  |  |
| --- | --- | --- |
|  | **BUDGET PRO POSALS 2020/21** |  |
|  | **EXPENDITURE (Net of VAT)** | **2020/21**  **Budget** |
|  | **CORE ACTIVITIES** |  |
| **Employees** & **Allo wa nces** | Salaries | 90000.00 |
|  | Office Consumables | 1000.00 |
|  | Members Expenses (Travel and Subsistence) | 1000.00 |
|  | Mayor's Allowance | 3063.00 |
|  | Staff Development & Training | 2000.00 |
|  | Member Development & Training | 3000.00 |
|  | Ranger | 32500.00 |
|  | Assistant Ranger | 21500.00 |
| **Premises** | Office Rent | 1650.00 |
|  | Energy Charges | 800.00 |
|  | Insurance to Copeland Borough Coun cil | 120.00 |
|  | Service Ch arge to Copeland Bor ough Council | 860.00 |
|  | Refuse Collection | 100.00 |
|  | Meeting Room Hire | 500.00 |
|  | NNDR (former Whitehaven News Office) | 11000.00 |
| **Supplies** & **Services** | Telephone & Broadband (BT) | 1100.00 |
|  | IT (Westcom) | 2000.00 |
|  | Website maintenance | 2000.00 |
|  | Samsung Telephone Finance | 1300.00 |
|  | Samsung Telephone Maintenance | 210.00 |
|  | Zurich Insurance | 4000.00 |
|  | Photocopier/Printing | 2000.00 |
|  | St at ion ery | 500.00 |
|  | Postage | 400.00 |
|  | Advertising | 4000.00 |
|  | Subs - CALC | 1800.00 |
|  | Subs - Other | 1000.00 |
|  | Miscellaneous | 1000.00 |
| **3rd Party** | Internal Auditor | 1000.00 |
|  | External Auditor | 1800.00 |
|  | Allotments | 12000.00 |
|  | Elections | 8000.00 |
|  | **SUBTOTAL** | **213lQJ,00** |
|  | **OPTIONAL ACTIVITIES - to be decided** |  |
| **3rd Party** | Ward Grants | 24000.00 |
|  | Community Grants | 10000.00 |
|  | Grounds Maintenance (grass cuttings) | 18926.52 |
|  | Christmas Lights infrastructure | 10000.00 |
|  | Christmas Lights | 24800.00 |
|  | Markets (50% cost of) | 14852.00 |
|  | Markets - Salary Market Officer 2.5 days | 7988.00 |
|  | Other Environmental Improvements | 30000.00 |
|  | Bus Shelt ers, Bins and Seats | 30000.00 |
| **Events** | Civic Hospitality | 5000.00 |

|  |  |  |
| --- | --- | --- |
|  | Whitehaven in Boom Events  Contingency Sum for Unforseen Events | 20000.00  17000.00  10000 .00 |
|  | **TOTAL EXPENDITURE** | **435769 .52** |

|  |  |  |
| --- | --- | --- |
|  |  | |
| h | **INCOME** | **2020/21**  **Budget** |
|  |
|  | Precept | 435769.52 |
| Allot ment s/ Pigeon Lofts | 5000.00 |
| Bank Interest | 1000.00 |
|  | **Total Income** | **441769.52** |
|  | ***Net Surplus for re-investment*** | ***6,000*** |

|  |  |
| --- | --- |
| **COUNCIL RESERVES ESTIMATED** |  |
| **Reserve** | Estimate at 1/ 41 |
| Genera l reserve | 424,500.00 |
| **Tiotal reserves** | **424,500.001** |



**Whitehaven Town Council Annual Budget Expenditure to Date (30.09.2020) Estimated Expenditure to 31.03.2021** +/-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employees & Allowances | £ 154,063.00 | £ | 71,336.57 | £ | 147,800.00 | -£6263.00 |
| Premises | £ 15,030.00 | £ | 11,076.20 | £ | 12,851.24 | -£2178.76 |
| Supplies and Services | £ 21,31 0.00 | £ | 8,731.17 | £ | 19,673.32 | -£1536.68 |
| Third Party Payments | £ 159,366.52 | £ | 18,818.35 | £ | 100,626.52 | -£58740.00 |
| Ev ents | £ 42 ,000 .00 | £ | 8,901.53 | £ | 23,000.00 | -£19000.00 |
| Grants | £ 34,000.00 | £ | 1,300.00 | £ | 34,000.00 | 0.00 |
| Contingencies | £ 10,000.00 | £ | 6,764.96 | £ | 10,000.00 | 0.00 |
| Total | £ 435,769.52 | £ | 126,928.78 | £ | 347,951.08 | £ 87,718.44 |

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**Whiteha ven Town Council Budget Expenditure to Date (28.09.2020) Estimated expenditu re to 31.03.202 1** +/ -

**Emp loyees** & **Allowances**

Clerk, Trainee Assistant Clerk, Mayor's Allowance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| £ 90,000 .00 | £ | 43,810 .45 | £ | 9, 0 000.00 |  |
| £ 3,063.00 | £ | 524.43 | £ | 1,500.00 | -£1563.00 |
| £ 1,000.00 |  |  | £ | 100.00 | -£900.00 |

**Members Expenses (Tra ve l and Subsitence)**

Member Development and Training £ 3,000.00 £ 1,000.00 ·£2,000.00 Staff Development and Training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| £ 2,000.00 |  |  | £ | 1,000.00 | -£1,000.00 |
| £ 32,500.00 | £ | 16,239.60 | £ | 32,500.00 |  |
| £ 21,500.00 | £ | 10,744.98 | £ | 21,500 .00 |  |
| £ 1,000.00 | £ | 17.11 | £ | 200.00 | -£800.00 |
| £ 1,650.00 |  |  | £ | 375.00 | ·£1275.00 |
| £ 800.00 | £ | 196.20 | £ | 800.00 |  |
| £ 120.00 |  |  |  |  | -£120.00 |
| £ 860.00 |  |  | £ | 196.24 | -£663.76 |
| £ 100.00 |  |  | £ | 100.00 |  |
| £ 500.00 |  |  | £ | 500.00 |  |
| £ 11,000.00 | £ | 10,880.00 | £ | 10,880.00 | -120.00 |
| £ 1,100 .00 | £ | 692.93 | £ | 1,200.00 |  |
| £ 2,000.00 | £ | 54.00 | £ | 2,000.00 |  |
| £ 2,000.00 | £ | 952.31 | £ | 2,000.00 |  |
| £ 1,300.00 | £ | 640.00 | £ | 1,240.00 | -£60.00 |
| £ 210.00 | £ | 210.00 | £ | 210.00 |  |
| £ 4,000.00 | £ | 3,230.39 | £ | 3,230.39 | -£769.61 |
| £ 2,000.00 | £ | 188.45 | £ | 2,000.00 |  |
| £ 500 .00 | £ | 196.42 | £ | 500.00 |  |
| £ 400.00 | £ | 69.00 | £ | 300.00 | -£100.00 |
| £ 4,000.00 |  |  | £ | 4,000.00 |  |
| £ 1,800 .00 | £ | 1,842.93 | £ | 1,842.93 |  |
| £ 1,000.00 | £ | 96.02 | £ | 150.00 | -£850.00 |
| £ 1,000.00 | £ | 559.26 | £ | 1,000.00 |  |
| £ 1,000.00 | £ | 250.00 | £ | 500.00 | -£500.00 |
| £ 1,800.00 |  |  | £ | 1,800.00 |  |
| £ 12,000.00 | £ | 5,218. 24 | £ | 12,000.00 |  |
| £ 8,000.00 |  |  |  |  | -£8000.00 |
| £ 18,926.52 | £ | 9,463.26 | £ | 18,926.52 |  |
| £ 10,000.00 |  |  | £ | 2,600.00 | -£7400.00 |
| £ 24,800.00 |  |  | £ | 24,800.00 |  |
| £ 14,852.00 |  |  |  |  | -£14852.00 |
| £ 7,988.00 |  |  |  |  | -£7988.00 |
| £ 30,000.00 |  |  | £ | 30,000.00 |  |
| £ 30,000.00 | £ | 3,886.85 | £ | 10,000.00 | -£20000.00 |
| £ 17,000 .00 |  |  | £ | 2,000.00 | -£15000 .00 |
| £ 5,000.00 |  |  | £ | 1,000.00 | -£4000.00 |

Ranger

**Assistant Ranger**

Office Consumables

**Premises**

Office Rent

Ene rgy Charges

Insurance to Cope land Borough Council Service Charge to Copeland Borough Council Refuse Collection

Meeting Room Hire

NNDR (new office accommodation)

**Supplies and Services** Telephone & Broadband (BT) IT (Westcom)

Website Maintenance (Cumbria Media) Samsung Telephon e Finance

**Samsung Telephone Maintenance Zurich Insurance** Photocopier/Printing (Midshire ) **Statione ry**

Postage **Advertising** Subs - CALC Subs - Other **Miscellaneous**

**Third Party Payments Interna l Auditor** External Auditor Allotments

Elections

Gro unds Maintenance (grass cutting)

**Christmas Lights - infras tructure**

Chris t mas lights Markets (50% of cost)

Markets - Salary Market Officer 2.5 days

**Other Environmental Improvements**

Bus Shelters, Bins and Seats

**Events**

**Events - use to be agreed by Council**

Civic Hospitality

slight overspend due re-location to 148 Queen Street

Whitehaven In Bloom

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| £ 20,000.00 | £ | 8,901.53 | £ | 20,000.00 |
| £ 24,000.00 | £ | 1,300.00 | £ | 24,000.00 |
| £ 10,000.00 |  |  | £ | 10,000.00 |
| £ 10,000.00 | £ | 6,764.96 | £ | 10,000.00 |

**Gra nt s**

Councillor Ward Grants - against appro ved criteria

**Grants to Local Organisat ions**

**Contingencies and Contributions to and From Reserves**

**Contingency Sum *for* Unfo r seen Even ts**

Contribut ion to Capital Investment Reserve - use to be determined by Council

**Total Expenditure** £ 43 5,769.52 £ 126,928 .78 £ 3,457,951.08 £ 87,718.44

**Income**

Allotments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| £ 4,980.00 | £ | 4,120.66 | £ | 4,920.00 |
| £ 500.00 |  |  | £ | 500.00 |
| £ 10,000.00 |  |  | £ | 10,000.00 |

Other, including bank inter est COVID-19 BusinessSupport Grant

# P & R & FIN COM 15.10.2020

**Item 6**

**COUNCILLOR WARD GRANTS**

**Purpose of the Report**

To consider the criteria for Councillor Ward Grants and to make recommendations to the next Annual Meeting of the Council for decision.

* 1. **INTRODUCTION**
  2. Each Councillor has a Ward Grant of £2,000.00 to be spent in their Wards under certain criteria between 1st April and 31st March each year.
  3. The Council has Guidelines for awarding Councillor Ward Grants shown at Appendix 1.
  4. Shown at Appendix 2 is a breakdown of the amount of spend per person in each Ward based on the Ward Grant of £2,000 against the number of electorates in each Ward.
  5. Councillor Maudling asked for an item to be put on the Council Agenda to discuss the criteria for awarding Ward Grants.
  6. The matter was discussed at the Council Meeting on 24th September 2020 where it was resolved that the item be moved to a meeting of the Policy and Resources and Finance Committee to discuss the issues around Ward Grants and to make recommendations to the next Annual Meeting of the Council.

# RECOMMENDATION

* 1. It is recommended that Members consider the matter of Councillor Ward Grants and that recommendations be made to the next Annual Meeting of the Council for decision.

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**WHITEHAVEN TOWN COUNCIL**

# COUNCILLOR WARD GRANTS

Approved at Full Coun c il on 27.09.2018 - minute ref 1105/ 18 refers Approv ed at Full Council on 30.05. 2019 - minute ref 1336/ 19 refers

# BACKGROUND:

1. In 2015/16 the Council decided to allocate each Councillor a Ward Grant of £2,000.00. This has carried on in subsequent years and it appears that some Councillors may not have felt fully confident in making suggestions to utilise their allowance as to date there has not been any guidelines agreed by the Town Council. These guidelines aim to rectify this and to provide Councillors with clear guideli nes. These are set out below.

# GUIDELINES:

1. Whitehaven Town Councillors have been allocated £2, 000.00a year to support community projects in their local areas. Councillors can use the funding to support community groups in their Wards to help purchase equipment, hold events, or run services that will benefit local residents. The funding can also be used in combination with money from other organisations, to contribute to larger projects.
2. Funding can be used for new or existing projects or activities carried out by community groups working in the area of Whitehaven Town Council that support the delivery of local priorities.
3. While it would be usual for a Councillor to support a project in his or her Ward area, it is possible for more than one councillor to "club together" to support a project that crosses Ward boundaries, or for a Councillor to work together with other funding providers. Projects covering the whole of Whitehaven's area are not considered suitable for this funding.
4. Projects should have the support of the local community. Projects that are included in a community or Town Council plan are particularly suitable for funding from the scheme. Councillors should satisfy themselves that the project or activity being funded would improve the community or environment and enhance the quality of life for local residents.
5. The funding is for "community groups" or "not for profit" organisation. The activities of the community group will be primarily for the benefit of the community.
6. The payment must be at least £100
7. The funding must go to a community group, not an individual, or a business
8. The granting of the funding is a one-off and does not imply an on-going commitment by the Council or have a revenue implication for the Council. For this reason, it is preferable not to fund ongoing costs of a group or organisation. It is better to provide funding for a specific, one-off project.
9. The project or activity promotes communities working together and does not unfairly discriminate against people from different backgrounds.

i) The funding should be used by the community group during the financial year of the applicati on.

j) As far as the Member is aware, making the payment to the community group would not result in fraudulent or illegal activity

**HOW THE SCHEME WORKS:**

1. In October of each financial year, when setting the budget, the Council will decide whether it is feasible to provide each Ward Councillor funding of £2,000 per councillor for expenditure in the following year.

If approved, the £2,000 will be made available to Councillors for the following financial year, after which, any amounts unspent will be returned to the general Council reserve.

**P & R & FIN COMMITTEE - Appendix 2**

**AMOUNT TO SPEND PER ELECTOR IN EACH WARD BASED ON WARD GRANT OF £2000**

**WARD ELECTORS AMOUNT PER HEAD**

|  |  |  |
| --- | --- | --- |
| Corkickle North Ward | 455 | £4.39 |
| Corkickle South Ward | 1125 | £1.77 |
| Harras Ward | 802 | £2.49 |
| Hillcrest Ward | 3318 | £0.60 |
| Kells Ward | 1727 | £1.15 |
| Mirehouse East Ward | 1622 | £1.23 |
| Mirehouse West Ward | 1513 | £1.32 |
| Sneckyeat North Ward | 270 | £7.40 |
| Sneckyeat South Ward | 1467 | £1.36 |
| Whitehaven Central North | 3520 | £0.56 |
| Whitehaven Central South | 981 | £2.03 |
| Whitehaven South Ward | 2200 | £0.90 |

TOTAL AMOUNT OF WARD GRANTS OF £24,000 DIVIDED BY TOTAL NUMBER OF ELECTORS =£1.26 SPEND PER ELECTOR

**AMOUNT OF WARD GRANT AWARDED IF CALCULATED ON TOTAL WARD GRANT BUDGET (£24,000) DIVIDED BY TOTAL NUMBER OF ELECTORS (19,000) = £1.263157894 PER ELECTOR (ROUNDED TO £1.263)**

**WARD ELECTORS WARD GRANT**

|  |  |  |
| --- | --- | --- |
| Corkickle North Ward | 455 | £574.67 |
| Corkickle South Ward | 1125 | £1,420.88 |
| Harras Ward | 802 | £1,012.93 |
| Hillcrest Ward | 3318 | £4,190.63 |
| Kells Ward | 1727 | £2,181.20 |
| Mirehouse East Ward | 1622 | £2,048.59 |
| Mirehouse West Ward | 1513 | £1,910.92 |
| Sneckyeat North Ward | 270 | £341.01 |
| Sneckyeat South Ward | 1467 | £1,852.82 |
| Whitehaven Central North | 3520 | £4,445.76 |
| Whitehaven Central South | 981 | £1,239.00 |
| Whitehaven South | 2200 | £2,778.60 |