

# WHITEHAVEN TOWN COUNCIL

**Clerk and Responsible Financial Officer:** Marlene Jewell  
Telephone: 01946 67366  
**Chairman:** Councillor Chris Hayes

To: **Members of Whitehaven Town Council**

You are duly **SUMMONED** to attend a **MEETING** of **THE POLICY AND RESOURCES AND FINANCE COMMITTEE** which will be held in **ST JAMES' COMMUNITY CENTRE** at **HIGH STREET, WHITEHAVEN CA28 7PY** on **Wednesday 13<sup>th</sup> October 2021** at **6:00pm**

Signed.....*Marlene Jewell*..... Dated.....*7<sup>th</sup> October 2021*.....  
Marlene Jewell, Clerk and Responsible Financial Officer

## AGENDA

### 1. Apologies for Absence

### 2. 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.

### 3. Public Participation

### 4. Minutes of the Policy Resources and Finance Committee held on 15<sup>th</sup> October 2020

### 5. Finance Report

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Virtual Policy and Resources and Finance Committee held on the Zoom Platform on 15<sup>th</sup> October 2020

**Present:** Councillor B O’Kane (Chairman); Councillor Hayes; Councillor C Maudling; Councillor C Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

### **17/20 Apologies for Absence**

Apologies for absence were received from Councillor Arrighi and Councillor Gill.

### **18/20 Declarations of Interest**

There were no declarations of interest

### **19/20 Public Participation**

There was no public participation

### **20/20 Minutes of the Policy and Resources and Finance Committee Meeting held on 30<sup>th</sup> September 2019**

It was proposed by Councillor O’Kane and seconded by Councillor Hayes that the Minutes of the Meeting held on 30<sup>th</sup> September 2019 be approved and signed by the Chairman as a correct record. A vote was held and it was unanimously

**RESOLVED** – That the Minutes of the Meeting held on 30<sup>th</sup> September 2019 be approved and signed by the Chairman as a correct record

### **21/20 Finance Report**

The Committee considered a finance report containing budget monitoring figures. It was reported that there was no overspend and the Council was well within budget due to coronavirus and the Council not being able to do what originally had been planned.

Councillor Maudling entered at this point and was given a resume of the position.

It was proposed by Councillor O’Kane and seconded by Councillor Hayes that recommendations be made to full Council (i) that the Finance Report and the Budget Monitoring Figures be noted and approved and (ii) it was proposed by Councillor Maudling and seconded by Councillor Hayes that it be recognised that due to covid there was an estimated underspend on the budget and that this be left for 4 weeks for Councillors to consider possible projects for the Parish of Whitehaven and then reported back to the appropriate Council Meeting. A vote was held and it was unanimously

**RESOLVED** - That recommendations be made to full Council (i) that the Finance Report and the Budget Monitoring Figures be noted and approved and that (ii) that it be recognised that due to covid there was an estimated underspend on the budget and that this be left for 4 weeks for Councillors to consider possible projects for the Parish of Whitehaven and then reported back to the appropriate Council Meeting

## **22/20**      **Councillor Ward Grants**

The Council considered the position with regard to Councillor Ward Grants. It was proposed by Councillor Maudling seconded by Councillor Hayes that

- i. There should be a requirement that the Town Council be informed how the ward grant has been spent, and how it has helped the community and who has benefitted from it
- ii. The application form makes reference to a bank account and this should be amended to specifically state the bank account of the organisation
- iii. When a ward grant cheque is being presented to an organisation it should be made clear that the cheque is being presented on behalf of the Town Council by the Ward Councillor who has made the grant.

A vote was taken and it was unanimously

**RESOLVED** – The recommendations made in (i) to (iii) above be presented to The Annual Meeting of the Council for decision.

The Meeting closed at 4.55pm

Chairman

## **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.

## **1.0 INTRODUCTION**

- 1.1 The 2021/2022 Budget shown at Appendix 1 was discussed at the Virtual Full Council meeting held on 28.01.2021 and it was resolved that the Revenue Budget and Precept of £433,573.86 be approved for 2021/2022, minute ref 1675/21 (iii) refers.

## **2.0 FINANCIAL POSITION**

- 2.1 Attached at Appendix 2 is a spreadsheet which shows the Budget categories, the amount allocated in the budget to each of those categories, the net expenditure to date (06.10.2021), the estimated expenditure to 31.03.2022 (based on current spending) and whether there will be any overspend (highlighted in red) or underspend.

## **3.0 RECOMMENDATION**

- 3.1 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.

BUDGET PROPOSALS 2021/22		
	EXPENDITURE (Net of VAT)	2021/22 Budget
	<b>CORE ACTIVITIES</b>	
Employees & Allowances	Salaries	103000.00
	Office Consumables	800.00
	Members Expenses (Travel and Subsistence)	1000.00
	Mayor's Allowance	3063.00
	Staff Development & Training	2000.00
	Member Development & Training	3000.00
	Ranger	33254.35
	Assistant Ranger	21990.27
Premises	Water Rates	600.00
	Energy Charges	4000.00
	Refuse Collection	100.00
	Meeting Room Hire	500.00
	NNDR (former Whitehaven News Office)	11500.00
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
	Stationery	500.00
	Postage	400.00
	Advertising	4000.00
	Subs - CALC	2000.00
	Subs - Other	1000.00
	Miscellaneous	1000.00
3rd Party	Internal Auditor	1000.00
	External Auditor	4000.00
	Allotments	12000.00
	Elections	8000.00
	<b>SUB TOTAL</b>	<b>£ 231,317.62</b>
	<b>OPTIONAL ACTIVITIES - to be decided</b>	
3rd Party	Ward Grants	24000.00
	Community Grants	10000.00
	Grounds Maintenance (grass cuttings)	19956.24
	Christmas Lights infrastructure	10000.00
	Christmas Lights	24800.00
	Markets (50% cost of)	10000.00
	Other Environmental Improvements	34000.00
	Bus Shelters, Bins and Seats	20000.00
Events	Civic Hospitality	2500.00
	Whitehaven in Boom	20000.00
	Events	17000.00
	Contingency Sum for Unforeseen Events	10000.00
	<b>TOTAL EXPENDITURE</b>	<b>£ 433,573.86</b>

	<b>INCOME</b>	<b>2021/22</b>
		<b>Budget</b>
	Precept	433573.86
	Allotments/Pigeon Lofts	5000.00
	Bank Interest	500.00
	Grant Received - CCC (Gazebos)	3290.00
	Grant Received - CCC (Advertsing)	3737.00
	Sponsorship - Sellafield Ltd (Science Show)	3000.00
	<b>Total Income</b>	<b>449100.86</b>

<b>COUNCIL RESERVES ESTIMATED</b>	
<b>Reserve</b>	Estimate at 1/4/21
General reserve	450,000.00
<b>Total reserves</b>	<b>450,000.00</b>

Policy and Resources and Finance Committee

13.10.2021

Appendix 2

Whitehaven Town Council	Annual Budget	Expenditure to Date (06.10.2021)	Estimated Expenditure to 31.03.2022	+/-
Employees & Allowances	£168,107.62	£73,524.96	£160,944.64	-£7,162.98
Premises	£16,700.00	£12,161.94	£16,285.75	-£414.25
Supplies and Services	£21,510.00	£11,787.72	£20,982.28	-£527.72
Third Party Payments	£143,756.24	£20,518.60	£121,856.24	-£21,900.00
Events	£39,500.00	£13,857.92	£38,000.00	-£1,500.00
Grants	£34,000.00	£1,180.00	£34,000.00	-
Contingencies	£10,000.00	£2,940.23	£5,000.00	-£5,000.00
<b>Total</b>	<b>£433,573.86</b>	<b>£135,971.37</b>	<b>£397,068.91</b>	<b>-£36,504.95</b>

Whitehaven Town Council

Budget Expenditure to Date (06.08.2021) Estimated expenditure to 31.03.2022 +/-

Employees & Allowances

Clerk, Trainee Assistant Clerk,	£ 103,000.00	£ 45,043.68	£ 103,000.00	-
Mayor's Allowance	£ 3,063.00	842.50	£ 2,500.00	-£563.00
Members Expenses (Travel and Subsistence)	£ 1,000.00	-	£ 100.00	-£900.00
Member Development and Training	£ 3,000.00	-	-	-£3,000.00
Staff Development and Training	£ 2,000.00	-	-	-£2,000.00
Ranger	£ 33,254.35	16,627.20	£ 33,254.40	-
Assistant Ranger	£ 21,990.27	10,995.12	£ 21,990.24	-
Office Consumables	£ 800.00	16.46	£ 100.00	-£700.00

Premises

Energy Charges	£ 4,000.00	888.86	£ 4,000.00	-
Water Rates	£ 600.00	293.40	£ 600.00	-
Refuse Collection	£ 100.00	35.93	£ 82.00	-£18.00

Meeting Room Hire

NDR	£ 500.00	340.00	£ 1,000.00	resumed face to face meetings increase to hourly room hire
	£ 11,500.00	10,603.75	£ 10,603.75	+£500.00
				-£896.25

Supplies and Services

Telephone & Broadband (BT)	£ 1,100.00	416.07	£ 1,100.00	-
IT (Westcom)	£ 2,000.00	286.19	£ 2,000.00	-
Website Maintenance (Cumbria Media)	£ 2,000.00	1,341.89	£ 2,000.00	-
Samsung Telephone Finance	£ 1,300.00	-	£ 50.00	-£1,250.00
Samsung Telephone Maintenance	£ 210.00	-	-	-£210.00
Zurich Insurance	£ 4,000.00	3,233.79	£ 3,233.79	-£766.21
Photocopier/Printing (Midshire)	£ 2,000.00	2,844.79	£ 4,000.00	purchase of new photocopier
Stationery	£ 500.00	93.76	£ 300.00	-£200.00
Postage	£ 400.00	172.51	£ 400.00	-
Advertising	£ 4,000.00	-	£ 4,000.00	-
Subs - CALC	£ 2,000.00	1,878.49	£ 1,878.49	-£121.51
Subs - Other	£ 1,000.00	20.00	£ 20.00	-£980.00
Miscellaneous	£ 1,000.00	1,500.23	£ 2,000.00	annual property safety certificates

Third Party Payments

Internal Auditor	£ 1,000.00	250.00	£ 500.00	-£500.00
External Auditor	£ 4,000.00	1,000.00	£ 1,000.00	-£3000.00
Allotments	£ 12,000.00	5,116.40	£ 12,000.00	-
Elections	£ 8,000.00	-	£ 6,000.00	-£2000.00
Grounds Maintenance (grass cutting)	£ 19,956.24	9,978.12	£ 19,956.24	-
Christmas Lights - infrastructure	£ 10,000.00	-	£ 10,000.00	-
Christmas Lights	£ 24,800.00	-	£ 24,400.00	-£400.00



Markets (50% of cost)	£	10,000.00	£	-	£	-	£	-10,000.00
Other Environmental Improvements	£	34,000.00	£	-	£	34,000.00	£	-
Bus Shelters, Bins and Seats	£	20,000.00	£	4,174.08	£	14,000.00	£	-6,000.00
<b>Events</b>								
Events - use to be agreed by Council	£	17,000.00	£	5,932.36	£	17,000.00	£	-
Civic Hospitality	£	2,500.00	£	56.50	£	1,000.00	£	-1,500.00
Whitehaven In Bloom	£	20,000.00	£	7,869.06	£	20,000.00	£	-
<b>Grants</b>								
Councillor Ward Grants - against approved criteria	£	24,000.00	£	180.00	£	24,000.00	£	-
Grants to Local Organisations	£	10,000.00	£	1,000.00	£	10,000.00	£	-
<b>Contingencies and Contributions to and From Reserves</b>								
Contingency Sum for Unforeseen Events	£	10,000.00	£	2,940.23	£	5,000.00	£	-5,000.00
Contribution to Capital Investment Reserve - use to be determined by Council								
<b>Total Expenditure</b>	£	433,573.86	£	135,971.37	£	397,068.91		
<b>Income</b>								
Allotments	£	4,570.00						
Other, including bank interest	£	500.00						
Precept	£	433,573.86						
Grant received - Cumbria County Council (Gazebo's)	£	3,290.00						
Grant Received - Cumbria County Council (Advertising)	£	3,737.00						
Sponsorship Received - Sellafield Ltd (Science Show)	£	3,000.00						