

**A MEETING OF THE FULL COUNCIL WAS HELD ON**

**WEDNESDAY 14<sup>th</sup> FEBRUARY 2024 AT 7.00PM**

**PRESENT –**

Councillor Chris Scott (Mayor and Chair)  
Councillor Sandra Hodson (Deputy Mayor)  
Councillor Mary Clark  
Councillor Chris Stapley  
Councillor Anne Jackson  
Councillor Mark Newton  
Councillor Monique Speksnyder  
Councillor John Crouch  
Councillor Shane McCarthy  
Councillor Ferriby

Clerk: Emma Ireton

**FC/140/2024 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE**

Councillor Huntington  
Councillor Hamblin  
Councillor Meszaros

**FC/141/2024 MINUTES FROM PREVIOUS MEETINGS**

Full Council 13<sup>th</sup> December 2023 – One member raised a concern around GDPR in the December Full Council meeting, they did not feel their concerns had been recorded correctly and asked for the minutes to be adapted to reflect their concerns. The minutes were amended after the January 2024 Full Council meeting and were brought to the February Full Council meeting for approval. A discussion around GDPR took place with the clerk assuring members there had been no breach of GDPR but agreed that there needed to be a policy in place specific to the Town Council to prevent any possible breaches. The clerk informed members that sensitive information sent by email would now be password protected but urged all members to be responsible when handling sensitive information.

A vote was taken to approve the Full Council minutes of 13<sup>th</sup> December 2023.

**RESOLVED**

Members in attendance approved the Full Council minutes of 13<sup>th</sup> December 2023 with one councillor abstaining from voting.

Member discussed the minutes of the Full Council meeting on 10<sup>th</sup> January 2024.

**RESOLVED**

Members in attendance approved the Full Council minutes of 10<sup>th</sup> January 2024 with one councillor abstaining from voting.

**FC/142/2024 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

Councillor C. Scott declared an interest in agenda item 6 Finance Matters, in relation to payment 653.

## **FC/143/2024 EXCLUSION OF PRESS AND PUBLIC**

NONE

## **FC/144/2024 PUBLIC PARTICIPATION**

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

### **5.1 Public Participation**

NONE

### **5.2 Cumberland Authority Report**

Cumberland Cllr Lynch sent her apologies but sent a report prior to the meeting which was distributed to all members – see below

#### Update for WTC from meeting with Traffic Officers Monday 15<sup>th</sup> January

1. Traffic issues on Lowmoor Road outside NTS – Yellow Zig zags to be renewed and School signs to be made more visible, hopefully with flashing lights.  
I will be getting in touch with the Enforcement Officer regarding parking along Lowmoor Road at the start and end of the school day especially the buses that park on the road. I will also be mentioning the parking on Longthwaite Road outside the Infants School and how the enforcement officers are monitoring this (I will be sending the photo that Cllr Stapley took recently)
2. The dropped kerbs and pavements at the zebra crossing outside B&M are to be altered to conform to new regulations.
3. Top of Station Road - a safer crossing point – this is on the radar of the Traffic Officers and a feasibility study will have to be done to see if an island in the middle of the road is a possibility. If it is feasible, it will be put on the Highways Improvements list for funding, but it will probably take a couple of years as it is expensive.
4. Bollards around the Fountain – better news here – again, Traffic are already looking at this and the type of bollards that would be needed. They have to be highly visible, removable and not too bulky for safety reasons. They assured me that this is something that can be done when new funds come available, hopefully after April.

- We also looked at the pavements and their suitability for wheelchair traffic especially opposite the Throstle and going down Market Hill towards Lidl. The officer is going to look at these areas to see if they comply with regulations.

I also attended the Highways and Transport Strategic Board at the end of January where the 20mph speed limit policy was discussed. I am arranging for an officer to come to Wigton to discuss having a 20 mph limit in the Southend/Lowmoor Road area at the start and end of school and better signage regarding the schools.

## FC/145/2024 Finance Matters

### 6.1 To receive and authorise Payments and Bank Reconciliation for January 2023

Members received the payment list prior to the meeting. The clerk presented a further list of payments at the meeting.

| Wigton Town Council<br>PAYMENTS LIST |                              |            |        |                   |                       |             |                             |          |           |          |           |
|--------------------------------------|------------------------------|------------|--------|-------------------|-----------------------|-------------|-----------------------------|----------|-----------|----------|-----------|
| Voucher                              | Code                         | Date       | Minute | Bank              | Cheque No             | Description | Supplier                    | VAT Type | Net       | VAT      | Total     |
| 597                                  | Allotments Running Costs     | 11/01/2024 |        | Town Council Main | Allotments Water      | Invoices    | Waterplus                   | S        | 307.66    | 61.53    | 369.19    |
| 636                                  | Consumables                  | 11/01/2024 |        | Town Council Main | Stationery for office | Receipt     | Viking Direct               | R        |           | 60.67    | 60.67     |
| 592                                  | Wages NET                    | 12/01/2024 |        | Town Council Main | Jan Wages             | Wages       | Wages                       | X        | 11,919.23 |          | 11,919.23 |
| 593                                  | Welfare                      | 12/01/2024 |        | Town Council Main | Staff Physio          | Invoices    | Jo Hill                     | X        | 70.00     |          | 70.00     |
| 594                                  | Welfare                      | 12/01/2024 |        | Town Council Main | Staff Physio          | Invoices    | Trish Johnstone             | X        | 35.00     |          | 35.00     |
| 563                                  | Public Toilets Running Costs | 16/01/2024 |        | Town Council Main | Dec toilets           | Invoices    | Nicolle's Cleaning Services | X        | 690.00    |          | 690.00    |
| 595                                  | Public Toilets Running Costs | 16/01/2024 |        | Town Council Main | Toilets January       | Invoices    | Nicolle's Cleaning Services | X        |           |          |           |
| 579                                  | Clothing/PPE                 | 16/01/2024 |        | Town Council Main | Black Trousers        | Receipt     | Thomas Graham               | S        | 37.93     | 7.59     | 45.52     |
| 639                                  | Clothing/PPE                 | 16/01/2024 |        | Town Council Main | Safety glasses x 8    | Receipt     | Screwfix                    | S        | 26.58     | 5.32     | 31.90     |
| 598                                  | Barton Laws Running costs/li | 17/01/2024 |        | Town Council Main | BL Waste              | Invoices    | Waterplus                   | S        | 40.49     | 8.10     | 48.59     |
| 338                                  | Depot Running Costs - not re | 19/01/2024 |        | Town Council Main |                       | Invoices    | Saundersons                 | S        | 45.22     | 9.05     | 54.27     |
| 522                                  | Allotments Running Costs     | 19/01/2024 |        | Town Council Main | Generator Adaptor     | Invoices    | Wigton Tool Hire & Supplies | S        | 17.00     | 3.40     | 20.40     |
| 555                                  | Barton Laws Running costs/li | 19/01/2024 |        | Town Council Main | Alarm Maintenance     | Invoices    | IDS Fire & Security         | S        | 812.35    | 162.47   | 974.82    |
| 554                                  | Consumables                  | 19/01/2024 |        | Town Council Main | Refund for Postage    | Receipt     | Christopher Scott           | X        | 2.75      |          | 2.75      |
| 558                                  | Allotments Running Costs     | 19/01/2024 |        | Town Council Main |                       | Invoices    | Saundersons                 | S        | 62.32     | 12.46    | 74.78     |
| 556                                  | Vehicle Maintenance          | 19/01/2024 |        | Town Council Main | Ignition Switch       | Invoices    | Richard Miller              | S        | 156.56    | 31.31    | 187.87    |
| 557                                  | Depot Running Costs - not re | 19/01/2024 |        | Town Council Main |                       | Invoices    | WCF                         | S        | 13.32     | 2.66     | 15.98     |
| 562                                  | Allotments Running Costs     | 19/01/2024 |        | Town Council Main |                       | Invoices    | Laversdale Timber company   | S        | 96.41     | 19.28    | 115.69    |
| 564                                  | Consumables                  | 19/01/2024 |        | Town Council Main | Mince pies and drinks | Invoices    | Solway Plain Futures        | X        | 32.60     |          | 32.60     |
| 561                                  | Office Equipment             | 19/01/2024 |        | Town Council Main | Dec printing          | Invoices    | Infinity Print Solutions    | S        | 3.67      | 0.73     | 4.40      |
| 565                                  | Office Equipment             | 19/01/2024 |        | Town Council Main |                       | Invoices    | System IT                   | S        | 5.00      | 1.00     | 6.00      |
| 565                                  | Office Equipment             | 19/01/2024 |        | Town Council Main |                       | Invoices    | System IT                   | S        | 4.00      | 0.80     | 4.80      |
| 560                                  | Christmas Lights Costs       | 19/01/2024 |        | Town Council Main |                       | Invoices    | Lite                        | S        | 11,490.00 | 2,298.00 | 13,788.00 |
| 568                                  | Depot Running Costs - not re | 19/01/2024 |        | Town Council Main |                       | Invoices    | Aspatia Skip Hire           | X        | 540.00    |          | 540.00    |
| 559                                  | Park Maintenance             | 19/01/2024 |        | Town Council Main |                       | Invoices    | Fleet Line Markers          | S        | 342.74    | 68.55    | 411.29    |
| 574                                  | Barton Laws Running costs/li | 19/01/2024 |        | Town Council Main | PAT TESTING X 3 SITE  | Invoices    | UK Safety Management Ltd    | S        | 75.00     | 15.00    | 90.00     |
| 572                                  | Fuel                         | 19/01/2024 |        | Town Council Main | Diesel/Petrol         | Invoices    | D A Harrison                | S        | 181.00    | 36.20    | 217.20    |
| 574                                  | PAT Testing                  | 19/01/2024 |        | Town Council Main | PAT TESTING X 3 SITE  | Invoices    | UK Safety Management Ltd    | S        | 75.00     | 15.00    | 90.00     |
| 574                                  | Depot Running Costs - not re | 19/01/2024 |        | Town Council Main | PAT TESTING X 3 SITE  | Invoices    | UK Safety Management Ltd    | S        | 75.00     | 15.00    | 90.00     |
| 570                                  | Fuel                         | 19/01/2024 |        | Town Council Main |                       | Invoices    | W Ferguson Limited          | L        | 74.15     | 3.71     | 77.86     |
| 571                                  | Fuel                         | 19/01/2024 |        | Town Council Main | Two stroke oil        | Invoices    | Wigton Tool Hire & Supplies | S        | 12.95     | 2.59     | 15.54     |
| 596                                  | Subscriptions                | 21/01/2024 |        | Town Council Main | Software              | Invoices    | CANVA                       | S        | 10.82     | 2.17     | 12.99     |

**Wigton Town Council**  
**PAYMENTS LIST**

| Voucher Code                     | Date       | Minute | Bank              | Cheque No                | Description | Supplier                   | VAT Type | Net      | VAT    | Total    |
|----------------------------------|------------|--------|-------------------|--------------------------|-------------|----------------------------|----------|----------|--------|----------|
| 599 Allotments Running Costs     | 23/01/2024 |        | Town Council Main | Allotments Water         | Invoices    | Waterplus                  | S        | 94.64    | 18.93  | 113.57   |
| 601 Barton Laws Running costs/li | 25/01/2024 |        | Town Council Main | Depot Power              | Invoices    | Total Energies             | L        | 60.56    | 3.03   | 63.59    |
| 600 Depot Running Costs - not re | 25/01/2024 |        | Town Council Main | BL Power                 | Invoices    | Total Energies             | L        | 59.17    | 2.96   | 62.13    |
| 602 PAYE                         | 25/01/2024 |        | Town Council Main | Jan PAYE                 | Invoices    | HMRC - PAYE                | X        | 3,940.09 |        | 3,940.09 |
| 620 Barton Laws Running costs/li | 25/01/2024 |        | Town Council Main | BL Gas Q4                | Invoices    | Total Energies             | L        | 271.83   | 13.59  | 285.42   |
| 603 Pension                      | 26/01/2024 |        | Town Council Main | Jan Pension              | Invoices    | Cumbria Local Government P | X        | 4,790.05 |        | 4,790.05 |
| 623 Consumables                  | 30/01/2024 |        | Town Council Main | Batteries and Disposat   | Invoices    | Nisbets                    | S        |          |        |          |
| 637 Public Toilets Running Costs | 30/01/2024 |        | Town Council Main | Toilet paper public toil | Invoices    | Nisbets                    | S        | 45.98    | 9.20   | 55.18    |
| 637 Clothing/PPE                 | 30/01/2024 |        | Town Council Main | Toilet paper public toil | Invoices    | Nisbets                    | S        | 6.87     | 1.37   | 8.24     |
| 638 Clothing/PPE                 | 30/01/2024 |        | Town Council Main | PPE Boots and vibratio   | Receipt     | Screwfix                   | S        | 63.31    | 12.66  | 75.97    |
| 637 Consumables                  | 30/01/2024 |        | Town Council Main | Toilet paper public toil | Invoices    | Nisbets                    | S        | 5.28     | 1.05   | 6.33     |
| 619 Consumables                  | 31/01/2024 |        | Town Council Main | Batteries                | Invoices    | Nisbets                    | S        |          |        |          |
| 580 Office Equipment             | 01/02/2024 |        | Town Council Main | Office Stationary        | Receipt     | B&M store                  | X        | 19.59    |        | 19.59    |
| 610 Public Toilets Running Costs | 01/02/2024 |        | Town Council Main | Toilet paper             | Invoices    | Nisbets                    | S        |          |        |          |
| 634 Consumables                  | 06/02/2024 |        | Town Council Main | 3x Coffees               | Receipt     | Solway Plain Futures       | X        | 6.90     |        | 6.90     |
| 609 Depot Running Costs - not re | 07/02/2024 |        | Town Council Main | Servicing machinery      | Invoices    | W M Plant                  | X        | 805.45   |        | 805.45   |
| 665 Consumables                  | 09/02/2024 |        | Town Council Main | Tea coffee December      | Invoices    | Solway Plain Futures       | X        | 67.50    |        | 67.50    |
| 575 Christmas Event              | 16/02/2024 |        | Town Council Main | Christmas Light Switch   | Invoices    | Party Time Cumbria         | X        | 1,137.00 |        | 1,137.00 |
| 576 Tree Works                   | 16/02/2024 |        | Town Council Main | Proctors Row Work        | Invoices    | CWB Forestry               | S        | 550.00   | 110.00 | 660.00   |
| 608 Internet, phones and mobile  | 16/02/2024 |        | Town Council Main |                          | Invoices    | System IT                  | S        | 9.00     | 1.80   | 10.80    |
| 607 Depot Running Costs - not re | 16/02/2024 |        | Town Council Main | Skip Hire                | Invoices    | Aspatria Skip Hire         | X        | 520.00   |        | 520.00   |
| 618 Allotments Running Costs     | 16/02/2024 |        | Town Council Main | Wood and Postcrete       | Invoices    | Laversdale Timber          | S        | 92.02    | 18.41  | 110.43   |
| 615 Subscriptions                | 16/02/2024 |        | Town Council Main | 365 and Email Protecti   | Invoices    | System IT                  | S        | 5.00     | 1.00   | 6.00     |
| 615 Subscriptions                | 16/02/2024 |        | Town Council Main | 365 and Email Protecti   | Invoices    | System IT                  | S        | 4.00     | 0.80   | 4.80     |
| 617 Room Hire                    | 16/02/2024 |        | Town Council Main | Room Hire                | Invoices    | Solway Plain Futures       | X        | 26.25    |        | 26.25    |
| 617 Room Hire                    | 16/02/2024 |        | Town Council Main | Room Hire                | Invoices    | Solway Plain Futures       | X        | 20.00    |        | 20.00    |
| 611 Consumables                  | 16/02/2024 |        | Town Council Main | Jan Prints               | Invoices    | Infinity Print Solutions   | S        | 8.39     | 1.68   | 10.07    |
| 616 Rent of Market Hall INCL put | 16/02/2024 |        | Town Council Main | Q4 Lease                 | Invoices    | Solway Plain Futures       | X        | 893.41   |        | 893.41   |
| 613 Depot Running Costs - not re | 16/02/2024 |        | Town Council Main |                          | Invoices    | Tynedale Farm Services     | X        | 42.00    |        | 42.00    |
| 614 Depot Running Costs - not re | 16/02/2024 |        | Town Council Main |                          | Invoices    | Laversdale Timber          | X        | 119.67   |        | 119.67   |
| 612 Welfare                      | 16/02/2024 |        | Town Council Main | Staff Physio             | Invoices    | Jo Hill                    | X        | 35.00    |        | 35.00    |
| 630 Barton Laws Running costs/li | 16/02/2024 |        | Town Council Main | Clinical Waste Coverin   | Invoices    | Direct365                  | S        | 60.13    | 12.03  | 72.16    |
| 628 Machinery Maintenance        | 16/02/2024 |        | Town Council Main | Chain Oil and Resin So   | Invoices    | W M Plant                  | S        | 38.77    | 7.75   | 46.52    |
| 629 Machinery Maintenance        | 16/02/2024 |        | Town Council Main | Blower                   | Invoices    | W M Plant                  | S        | 55.45    | 11.09  | 66.54    |
| 624 Machinery Hire               | 16/02/2024 |        | Town Council Main | Brush Cutter             | Invoices    | W M Plant                  | S        | 104.60   | 20.92  | 125.52   |

**Wigton Town Council**  
**PAYMENTS LIST**

| Voucher Code                     | Date       | Minute | Bank              | Cheque No               | Description | Supplier                    | VAT Type | Net              | VAT             | Total            |
|----------------------------------|------------|--------|-------------------|-------------------------|-------------|-----------------------------|----------|------------------|-----------------|------------------|
| 625 Machinery Hire               | 16/02/2024 |        | Town Council Main | Blower                  | Invoices    | W M Plant                   | S        | 55.00            | 11.00           | 66.00            |
| 626 Machinery Hire               | 16/02/2024 |        | Town Council Main | Brush Cutter            | Invoices    | W M Plant                   | S        | 72.50            | 14.50           | 87.00            |
| 627 Machinery Hire               | 16/02/2024 |        | Town Council Main | 6" Chipper and Red Di   | Invoices    | W M Plant                   | S        | 322.00           | 64.40           | 386.40           |
| 621 Depot Running Costs - not re | 16/02/2024 |        | Town Council Main |                         | Invoices    | Lloyd Ltd                   | S        | 318.26           | 63.65           | 381.91           |
| 622 Depot Running Costs - not re | 16/02/2024 |        | Town Council Main |                         | Invoices    | Saundersons                 | S        | 71.96            | 14.39           | 86.35            |
| 633 Depot Running Costs - not re | 16/02/2024 |        | Town Council Main | Hard Surface Cleaner    | Invoices    | GroGreen                    | S        | 133.00           | 26.60           | 159.60           |
| 627 Fuel                         | 16/02/2024 |        | Town Council Main | 6" Chipper and Red Di   | Invoices    | W M Plant                   | L        | 26.16            | 1.31            | 27.47            |
| 649 Public Toilets Running Costs | 16/02/2024 |        | Town Council Main | Cleaning public toilets | Invoices    | Nicolle's Cleaning Services | X        | 750.00           |                 | 750.00           |
| 651 Allotments Running Costs     | 16/02/2024 |        | Town Council Main | Fencing materials       | Invoices    | Laversdale Timber           | S        | 74.47            | 14.90           | 89.37            |
| 655 Allotments Running Costs     | 16/02/2024 |        | Town Council Main | Fence posts             | Invoices    | Travis Perkins Trading Comp | S        | 19.48            | 3.90            | 23.38            |
| 650 Insurance ALL                | 16/02/2024 |        | Town Council Main | Annual Cover            | Invoices    | Zurich Insurance            | S        | 621.00           | 124.20          | 745.20           |
| 650 Insurance ALL                | 16/02/2024 |        | Town Council Main | Annual Cover            | Invoices    | Zurich Insurance            | E        | 10,230.56        |                 | 10,230.56        |
| 653 Equipment/Materials          | 16/02/2024 |        | Town Council Main | Junior School material  | Invoices    | Travis Perkins              | S        | 85.80            | 17.16           | 102.96           |
| 656 Allotments Running Costs     | 16/02/2024 |        | Town Council Main | Postcrete               | Invoices    | Travis Perkins              | S        | 23.80            | 4.76            | 28.56            |
| 657 Allotments Running Costs     | 16/02/2024 |        | Town Council Main | Galvanised wire         | Invoices    | Travis Perkins              | S        | 3.32             | 0.66            | 3.98             |
| 659 Allotments Running Costs     | 16/02/2024 |        | Town Council Main | Weed membrane           | Invoices    | Travis Perkins              | S        | 23.78            | 4.76            | 28.54            |
| 660 Allotments Running Costs     | 16/02/2024 |        | Town Council Main | Wood panels             | Invoices    | Travis Perkins              | S        | 40.96            | 8.19            | 49.15            |
| 661 Allotments Running Costs     | 16/02/2024 |        | Town Council Main | Postcrete               | Invoices    | Travis Perkins              | S        | 26.36            | 5.27            | 31.63            |
| 664 Allotments Running Costs     | 16/02/2024 |        | Town Council Main | Fence panels            | Invoices    | Travis Perkins              | S        | 19.53            | 3.91            | 23.44            |
| 654 Equipment/Materials          | 16/02/2024 |        | Town Council Main | Bolts and washers       | Invoices    | Travis Perkins Trading Comp | S        | 25.87            | 5.17            | 31.04            |
| 652 Fire Checks                  | 16/02/2024 |        | Town Council Main | Fire extinguisher check | Invoices    | Orlan Solutions Ltd         | S        | 43.60            | 8.72            | 52.32            |
| 658 Equipment/Materials          | 16/02/2024 |        | Town Council Main | Sand paper/white spiri  | Invoices    | Travis Perkins              | S        | 31.18            | 6.24            | 37.42            |
| 662 Equipment/Materials          | 16/02/2024 |        | Town Council Main | Scaffold boards         | Invoices    | Travis Perkins              | S        | 68.50            | 13.70           | 82.20            |
| 663 Equipment/Materials          | 16/02/2024 |        | Town Council Main | Tape                    | Invoices    | Travis Perkins              | S        | 10.99            | 2.20            | 13.19            |
| <b>Total</b>                     |            |        |                   |                         |             |                             |          | <b>54,310.74</b> | <b>3,510.45</b> | <b>57,821.19</b> |

**Wigton Town Council**  
**PAYMENTS LIST**

| Voucher      | Code                         | Date       | Minute | Bank         | Cheque No              | Description | Supplier                   | VAT Type | Net             | VAT             | Total           |
|--------------|------------------------------|------------|--------|--------------|------------------------|-------------|----------------------------|----------|-----------------|-----------------|-----------------|
| 501          | Maintenance                  | 12/01/2024 |        | WBJC Current | Murpak Beech Knob      | Invoices    | Saundersons                | S        | 2.32            | 0.47            | 2.79            |
| 526          | Grave Purchases              | 12/01/2024 |        | WBJC Current | New Grave              | Invoices    | Tivoli Group Limited       | S        | 485.00          | 97.00           | 582.00          |
| 566          | Gas/fire checks              | 12/01/2024 |        | WBJC Current | Gas safety             | Invoices    | Andy Elliot                | X        | 110.00          |                 | 110.00          |
| 529          | Depot Running Costs - not re | 12/01/2024 |        | WBJC Current | Jumbo Toilet Rolls     | Invoices    | Fletcher Contract Cleaning | S        | 19.50           | 3.90            | 23.40           |
| 605          | Water                        | 22/01/2024 |        | WBJC Current | Cemetery Water         | Suppliers   | Waterplus                  | S        | 32.59           | 6.52            | 39.11           |
| 606          | Electricity                  | 23/01/2024 |        | WBJC Current | Jan Power              | Suppliers   | E.on                       | L        | 52.13           | 2.61            | 54.74           |
| 640          | Donations                    | 26/01/2024 |        | WBJC Current | Donation Men in sheds  | Invoices    | Northern Fells Group       | X        | 50.00           |                 | 50.00           |
| 641          | Administration               | 26/01/2024 |        | WBJC Current | Maintenance of softwa  | Invoices    | Gower Consultants          | S        | 820.00          | 164.00          | 984.00          |
| 642          | Administration               | 26/01/2024 |        | WBJC Current | New software for map   | Invoices    | Gower Consultants          | S        | 950.00          | 190.00          | 1,140.00        |
| 643          | Grave Digging                | 15/02/2024 |        | WBJC Current |                        | Invoices    | Tivoli                     | S        | 485.00          | 97.00           | 582.00          |
| 644          | Grave Digging                | 15/02/2024 |        | WBJC Current |                        | Invoices    | Tivoli                     | S        | 485.00          | 97.00           | 582.00          |
| 645          | Grave Digging                | 15/02/2024 |        | WBJC Current |                        | Invoices    | Tivoli                     | S        | 485.00          | 97.00           | 582.00          |
| 646          | Grave Digging                | 15/02/2024 |        | WBJC Current |                        | Invoices    | Tivoli                     | S        | 485.00          | 97.00           | 582.00          |
| 647          | Gas/fire checks              | 15/02/2024 |        | WBJC Current | Refund CO2 Detectors   | Invoices    | Cemetery House             | X        | 30.00           |                 | 30.00           |
| 577          | Grave Digging                | 16/02/2024 |        | WBJC Current | Attend Grave           | Invoices    | Tivoli Group Limited       | S        | 485.00          | 97.00           | 582.00          |
| 578          | Grave Digging                | 16/02/2024 |        | WBJC Current | Attend Grave           | Invoices    | Tivoli Group Limited       | S        | 485.00          | 97.00           | 582.00          |
| 581          | Grave Digging                | 16/02/2024 |        | WBJC Current | Attend Grave           | Invoices    | Tivoli Group Limited       | S        | 485.00          | 97.00           | 582.00          |
| 582          | Grave Digging                | 16/02/2024 |        | WBJC Current | Attend Grave           | Invoices    | Tivoli Group Limited       | S        | 485.00          | 97.00           | 582.00          |
| 583          | Grave Digging                | 16/02/2024 |        | WBJC Current | Attend Grave           | Invoices    | Tivoli Group Limited       | S        | 485.00          | 97.00           | 582.00          |
| 631          | Maintenance                  | 16/02/2024 |        | WBJC Current | Extinguisher Maintena  | Invoices    | Beacon Fire Protection Ltd | S        | 150.60          | 30.12           | 180.72          |
| 632          | Maintenance                  | 16/02/2024 |        | WBJC Current | Replace Light Fitting  | Invoices    | ADJ Huntington             | S        | 90.00           | 18.00           | 108.00          |
| 648          | House repairs                | 16/02/2024 |        | WBJC Current | Outside lighting cemet | Invoices    | ADJ Huntington             | S        |                 |                 |                 |
| <b>Total</b> |                              |            |        |              |                        |             |                            |          | <b>7,157.14</b> | <b>1,385.62</b> | <b>8,542.76</b> |

## RESOLVED

Members approved all payments.

### 6.2 To receive an update on the 2024 internal audit and the 2022/2023 external audit.

Members were informed that Rachael Kelly would be carrying out the internal audit remotely. There was also an update regarding the 2022/2023 external audit and its outcome with the clerk informing members that there were some councils including Wigton Town Council that had not yet received their report. The external auditors, Moore, advised the final report may not be sent until April 2024.

### 6.3 To discuss the purchase of a new hedge cutter.

Members were advised that the current hedge cutter that was over 15 years old required repair, the quote to repair was approximately £600 but a new machine would be £690 + VAT.

## RESOLVED

Members approved the purchase of a new hedge cutter from W M Plant.

The clerk also provided members with an update regarding general machinery repairs, reporting that the current spend on repairs and maintenance of machinery was £7414 which was significantly more than expected. Within the cost centre of 'Machinery' it was still within the budget which is £13000 with the current spend being £11870. It was the clerk's recommendation to increase the 2024/2025 budget for machinery repairs and maintenance. It was also agreed that a policy would be devised to ensure employees were carrying out the necessary checks before undertaking tasks using the machinery to prevent any avoidable damages to machinery.

### **FC/146/2024 CO-OPTION POLICY**

Members were presented with a draft co-option policy prior to the meeting which had been approved by the staffing, policy and development committee. The clerk explained to all members that the policy is essential to ensure the Town Council deal with co-option in a fair and inclusive manner which does not disadvantage any potential candidate.

### **RESOLVED**

All members were in favour of adopting the policy which would come into effect immediately.

### **FC/147/2024 WBJC report – Councillor Clark**

Members were informed that there had been four funerals since the last meeting.

Members were also informed that there had been a meeting between the Allerdale Curator, a councillor and a grave digging contractor to explore the option of changing the grave digging contractor. Unfortunately there were too many factors involved that would prevent the WBJC from using this particular grave digging contractor, including their price being higher and issues around when the graves would be dug. The WBJC will continue considering alternative solutions.

### **FC/148/2024 GROUNDS MAINTENANCE REPORT**

Firstly, we have been working on a few allotment fences on Longthwaite road that's got a blown down through the bad weather. We have repaired some, but some still need repaired that haven't yet been reported by the user.

It has been noticed that when Abbeytown FC have games in Wigton park for their games that they are making quite a mess on the grass verges. So just as an idea to resolve this we can erect a overflow ash car park nearer to the entrance to the park gates, hopefully this should reduce or stop cars parking on the grass verges.

I have got a farmer to cut the Barton Laws hedge along the side and top hedges at a price of a £120 which I think is cheap. Since last time we had this done it cost £600 plus, but I'm still waiting for this job to be done.

We still require a more sturdier slit tines for the multi slit SISIS spiker machine for the tractor not sure if Paul Harrison has been in touch but could a grant could be awarded to purchase these on his behalf?

Most of the machinery has been serviced. The Parkway is still at Rickerby's awaiting a hydraulic oil pipe that is required plus the Iziki has yet to go in for its service . Just as a note for future years, parts for these machines are getting more expensive, which obviously means bills are getting higher. These machines need to be working correctly to do the job right . We have also put the Stihl long reach hedge cutter in for service. But this requires a lot of work and is 17 years old. It's my suggestion that we purchase a new one, and also it's probably a good idea to purchase a generator which we hire at the moment from Wigton tool hire when needed . It would be quite handy to have one on-site.

Park play area painting is continuing on the equipment which is looking good, fresh and colourful .

We are still waiting of the Heras fencing to go around the green portacabin down in the park, which needs demolished. The interior has been stripped out ready just the outer shell to take down now.

The park public toilets are in a desperate state as the roof is leaking in again. As the interior felt under the roof tiles is brittle and is about 30 plus years old. We can paint the interior to fresh it up but this will not solve the problem that new ones are needed.

The large Beech hedge around the Bowling Green has been completed. It took a while(2 weeks) to do, where we took 4 foot off the top and hired in a special shredder to shred up all the clippings, approximately about 15 ton of mulch was got off this which went on to the park beds and other town beds as well.

Speet Gill - a large pine tree came down with the high winds blocking the top path, a farmer has been cutting this up as it is on his land but still has not finished the work. With the root still being upright and blocking the path It has broken a large section of the fence that we will repair when the farmer has finished

#### **FC/149/2024 TOWN MAYOR'S REPORT**

See attached.

#### **FC/151/2024 MEMBERS REPORTS**

Councillor Jackson – reported resident complaints around the state of the roads and building work.

Councillor Hodson – also reported resident complaints as well as suggesting we contact Gleasons to ask them to erect a board to highlight the heritage and history behind the wall which they have taken part down.

Councillor Ferriby – mentioned the leaflets for history and leisure which could be sent to new residents of the town and placed in shops.

Councillor Stapley – addressed the fact that there was still a sign missing from the pond at Phoenix Park and asked for a further sign to be placed nearby to inform people they could not enter during nesting season. It was proposed a gate was erected which was agreed.

Councillor McCarthy – mentioned that the car parking spaces for train users at Miller Park had been removed.

Meeting closed 20:40

**Date of next meeting: Wednesday 13<sup>th</sup> March 2023**

