

WIGTON TOWN COUNCIL

Town Clerk: Emma Ireton
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5 June 2025

Dear Councillor

You are summoned to attend a meeting of the Full Council on **Wednesday 11th June 2025 at 7:00 pm** in the Cumberland Suite, Wigton Market Hall.

Please let me know if you are able to attend.

Yours sincerely

E. Ireton

Emma Ireton
Clerk to the Council

Agenda

1. Apologies for Absence

To receive and accept apologies for absence

2. Minutes of the meetings of the Town Council Meeting

To receive and agree the minutes of the Full Council meeting held on the 15th May 2025

3. Matters arising from the minutes

To review actions from minutes (Appendix 1)

4. Declarations of Interest/Dispensations

Members are invited to declare "Disclosable Pecuniary Interests" and "Other Registerable Interests" and refer to "Dispensations" relating to any item on the agenda.

5. Exclusion of the Press and the Public

To consider whether any items on the agenda should be considered without the presence of the press and public, on the grounds of confidentiality, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 1(2).

6. Public Participation

6.1 To receive comments and 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.

6.2 To receive reports from Cumberland Authority members in attendance

7. Financial Matters

7.1 To receive and authorise Payments and Bank Reconciliation for May 2025

7.2 Year end accounts and Annual Governance and Accountability Return 2024-2025

7.2.1 To receive and approve the Annual Governance and Accountability Return Statement (Section 1, page 4 of AGAR)

7.2.2 To receive and approve the Annual Internal Audit Report (Page 3 of AGAR)

7.2.3 To receive and approve the Accounting Statements (Section 2, page 5 of AGAR)

7.2.4 To agree the commencement of the period for the exercise of public rights starting 13th June 2025 and ending 24th July 2025.

7.3 To reappoint Rachael Kelly as the internal auditor for 2025/2026

7.4 To consider and approve known regular payments for August in advance, delegating the authority to make payments to the RFO and Chairman. All payments will be ratified in the September meeting.

7.5 To approve the finance committee's decision to appoint their chosen contractor to undertake works on Wigton Park Bowling Club's toilets.

8. Committee Members

To fill the two current spaces on the POA and WBJC Committees.

9. Standing Orders

To approve and adopt the amendment to the standing order 2025.

10. Grounds Report

10.1 To receive the grounds report

10.2 To discuss damages - Press and Public Excluded due to confidentiality

11. Public Toilets

To discuss and agree to a proposal by the clerk

12. Town Mayor's Engagements

13. Clerk's Report

14. Member Reports

14.1 To receive reports from Councillors who have attended meetings or engagements

14.2 To consider future agenda items

15. Date of next meeting: Wednesday 9th July 2025

PART TWO - CONFIDENTIAL

10.2 To discuss damages - Press and Public Excluded due to confidentiality

| Action | Responsibility | Completion Date | Complete | Comments |
|---|------------------|---------------------------------|----------|--|
| Copy of toilet agreement | EI | 30 th March 2025 | | Need to look for paper copy in office as there are no electronic versions available. |
| Get quotes for park drainage | EI/SC | 30 th May 2025 | | Two quotes received. |
| Close pond off for nesting | EI/SF | 30 th April 2025 | YES | |
| Ask Park staff to look at ant problem at St Mary's | EI/SF | ASAP | YES | |
| Ask Park staff to swap 5 cones with cemetery | EI/SF | ASAP | YES | |
| Amend civic protocol | EI/SPD Committee | 30 th June 2025 | | |
| Arrange for a buildings survey at the park bowling club | EI | 30 th April 2025 | | Arranged for 30 th May 2025 |
| Devise a maintenance schedule for TC owned buildings and land | EI/SC | 30 th June 2025 | | |
| Contact CC regarding the Fountain | EI/SC | 15 th June 2025 | YES | |
| Research funding available for grade 2 listed buildings | EI/SC | 30 th September 2025 | | Ongoing |