

WIGTON TOWN COUNCIL

Town Clerk: Emma Ireton
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3 September 2025

Dear Councillor

You are summoned to attend a meeting of the Full Council on **Wednesday 10th September 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 9th July 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. Allotment Awards

To present the 2025 awards to the three allotment holders.

8. Financial Matters

8.1 To receive and authorise Payments and Bank Reconciliations for July and August 2025

8.2 To approve the purchase of two blocks of gov.uk email accounts for councillors for £200 + VAT and to renew annually.

8.3 To provide an update on the internal auditor.

8.4 To discuss paying for face-to-face essential councillor training.

9. Clearing of Unadopted Footpaths

To consider spraying weeds and clearing the unadopted footpath between Lowmoor Road and Wigton Baths.

10. Terms of Reference

10.1 To sign off the Staffing, Policy and Development Terms of Reference.

10.2 To sign off the Parks, Open Spaces and Allotments Terms of Reference.

11. WBJC Report

To receive a report from Cllr Clark.

12. Town Mayor's Engagements

13. Clerk's Report

Items to cover include:

- Flags in the Town Centre
- National SCP pay increase
- Park toilets update and review opening times

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 8th October 2025

| 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 is no electronic versions available. |
| Get quotes for park drainage | EI/SC | 30 th May 2025 | | Ongoing |
| 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 | YES | |
| 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 | | |
| Research cheaper fuel options | EI/SC | 1 st August 2025 | | |
| Add new complaints procedure to website | EI/SC | ASAP | | |
| Update Civic Policy at SPD committee | EI/SC | From September 2025 | | |