

A MEETING OF THE FULL COUNCIL WAS HELD ON

WEDNESDAY 10th June 2026 AT 7.00PM

PRESENT –

Councillor John Crouch (Mayor and Chairman)
Councillor Shane McCarthy
Councillor Mary Huntington
Councillor David Ferriby
Councillor Sandra Hodson
Councillor Mary Clark
Councillor Paul Shone (arrived 7:09pm)
Councillor Chris Scott
Councillor Chris Stapley
Councillor Ritchie Budd

Clerk: Emma Ireton

FC/27/2026 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Cllrs Speksnyder and Jackson.

FC/28/2026 MINUTES FROM PREVIOUS MEETING

To agree to the Full Council minutes of the 13th May 2026– **AGREED**

FC/29/2026 MATTERS ARISING FROM MINUTES – APPENDIX 1

Members were informed that dog poo bags were ordered and have been given to the grounds team to place around the town.

FC/30/2026 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA

Cllr Hodson – 7.8

FC/31/2026 EXCLUSIONS OF PRESS AND PUBLIC

None

FC/32/2026 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.

6.1 Public Participation

A resident was in attendance to observe the meeting.

6.2 Cumberland Authority Report

Councillor Lynch was on annual leave. WTC members were asked if they had any questions.

Questions to Cllr Lynch:

Are there any updates from the meeting with Persimmon that Members need to be aware of?

FC/33/2026 Financial Matters

7.1 To receive and authorise Payments and Bank Reconciliation for May 2026

Members received the payment lists and monthly reconciliations to review prior to the meeting.

RESOLVED

Payments and reconciliation for **May 2026** be **approved** (unanimously)

Wigton Town Council and Wigton Cemetery Payments

Wigton Town Council PAYMENTS LIST

04 June 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
100	Wages NET	14/05/2026		Town Council Main	May wages	Wages	Wages	E	14,116.21		14,116.21
133	Admin and Audit	14/05/2026		Town Council Main	Cards	Receipt	Out of the Blue	X	6.45		6.45
30	Public Toilets Running Costs - r	15/05/2026		Town Council Main	Toilet signs	Invoice	Safety signs	S	29.29	5.86	35.15
88	Wigton Baths	15/05/2026		Town Council Main		Invoice	Wigton Baths Trust	E	10,000.00		10,000.00
32	trade waste bins	15/05/2026		WB/C Current	General Trade was	Invoice	Cumberland Council	X	60.00		60.00
92	Building Repair and Maintenance	15/05/2026		WB/C Current		Invoice	Saundersons	S	12.81	2.56	15.37
97	Cumberland Management Fees	15/05/2026		WB/C Current	Q4 Man Costs	Invoice	Cumberland Council	S	816.00	163.20	979.20
93	Gardener	15/05/2026		WB/C Current		Invoice	Alan Lightfoot	S	648.00	129.60	777.60
109	Subscriptions	17/05/2026		Town Council Main		Invoice	Adobe	S	13.87	2.77	16.64
76	Allotments Running Costs	18/05/2026		Town Council Main	Skip allotment	Invoice	D A Harrison	S	420.00	84.00	504.00
83	Public Toilets Running Costs - r	18/05/2026		Town Council Main	Nappy disposal qu	Invoice	Direct 365 Sales	S	42.55	8.51	51.06
83	Public Toilets Running Costs - r	18/05/2026		Town Council Main	Nappy disposal qu	Invoice	Direct 365 Sales	S	1.00	0.20	1.20
81	Allotments Running Costs	18/05/2026		Town Council Main		Invoice	Laversdale Timber	S	262.55	52.51	315.06
82	Allotments Running Costs	18/05/2026		Town Council Main		Invoice	Laversdale Timber	S	17.20	3.44	20.64
91	Equipment/Materials	18/05/2026		Town Council Main		Invoice	Saundersons	S	66.06	13.21	79.27
84	Chemicals and Pesticides	18/05/2026		Town Council Main		Invoice	GroGreen	S	135.00	27.00	162.00
85	Chemicals and Pesticides	18/05/2026		Town Council Main		Invoice	GroGreen	S	135.00	27.00	162.00
86	Chemicals and Pesticides	18/05/2026		Town Council Main		Invoices	GroGreen	S	253.00	50.60	303.60
107	Barton Laws Running costs/nci	18/05/2026		Town Council Main		Suppliers	Total Energies	L	206.91	10.35	217.26
98	Subscriptions	18/05/2026		Town Council Main	Scribe annual fee	Invoice	Starboard Systems Limited	S	1,188.00	237.60	1,425.60
75	Admin and Audit	18/05/2026		Town Council Main	Audit fee	Invoice	Moore Group	S	1,391.25	278.25	1,669.50
87	Office Equipment	18/05/2026		Town Council Main	Printing	Invoice	Infinity Print Solutions	S	27.77	5.56	33.33
79	Internet, phones and mobiles	18/05/2026		Town Council Main	Protection and bac	Invoice	System IT	S	4.00	0.80	4.80
79	Internet, phones and mobiles	18/05/2026		Town Council Main	Protection and bac	Invoice	System IT	S	5.00	1.00	6.00
80	Internet, phones and mobiles	18/05/2026		Town Council Main	365 licence	Invoices	System IT	S	35.48	7.10	42.58
77	Room Hire	18/05/2026		Town Council Main	Room hire	Invoice	NADT	E	52.50		52.50
96	Fuel	18/05/2026		Town Council Main		Invoice	D A Harrison Fuel Green In	S	414.77	82.96	497.73
29	Fuel	18/05/2026		Town Council Main	March fuel	Invoice	D A Harrison	S	499.53	99.91	599.44
89	Machinery Maintenance	18/05/2026		Town Council Main		Invoice	Lloyd Ltd	S	484.92	96.98	581.90
90	Machinery Maintenance	18/05/2026		Town Council Main		Invoice	Lloyd Ltd	S	27.65	5.53	33.18
78	Rent of Market Hall INCL public	18/05/2026		Town Council Main		Invoice	Solway Plain Futures	E	669.00		669.00
94	Fuel	18/05/2026		Town Council Main		Invoice	W Ferguson Limited	L	229.24	11.46	240.70
78	Public Toilet	18/05/2026		Town Council Main		Invoice	Solway Plain Futures	E	224.41		224.41
120	Allotments Running Costs	19/05/2026		Town Council Main	Hinges	Invoice	Travis Perkins	S	4.58	0.92	5.50

Wigton Town Council
PAYMENTS LIST

04 June 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
106	Depot Running Costs - not rent	19/05/2026		Town Council Main		Suppliers	Total Energies	L	83.65	4.18	87.83
119	Equipment/Materials	19/05/2026		Town Council Main	Hacksaw blades	Invoice	Travis Perkins	S	3.87	0.77	4.64
103	Electricity	20/05/2026		WBIC Current		Suppliers	E.on	L	40.96	2.05	43.01
108	Subscriptions	22/05/2026		Town Council Main		Invoice	CANVA	S	10.82	2.17	12.99
105	Plants and bulbs	22/05/2026		WBIC Current	Plants refund	Receipt	Mary Clark	X	92.00		92.00
121	Clothing/PPE	26/05/2026		Town Council Main		Receipt	B&M store	X	25.96		25.96
111	Pension	26/05/2026		Town Council Main		Wages	Cumbria Local Government	E	3,464.05		3,464.05
110	PAYE	26/05/2026		Town Council Main		PAYE	HMRC - PAYE	X	4,942.06		4,942.06
104	WBIC Grounds Maintenance	27/05/2026		WBIC Current		Invoice	Alan Lightfoot	S	764.00	152.80	916.80
114	Allotments Running Costs	29/05/2026		Town Council Main	Allotment water	Suppliers	Waterplus	S	122.15	24.43	146.58
139	clerk	02/06/2026		WBIC Current	Clerking Services	Invoice	Julia Webster	E	207.48		207.48
95	Public Toilets Running Costs - r	12/06/2026		Town Council Main	Syphon and flush l	Invoice	Robert Cooper	S	99.20	19.84	119.04
144	Public Toilets Running Costs - r	12/06/2026		Town Council Main	fuel surcharge	Invoice	Direct365	S	1.00	0.20	1.20
143	Allotments Running Costs	12/06/2026		Town Council Main	Allotment material	Invoice	Laversdale Timber	S	73.02	14.60	87.62
141	Equipment/Materials	12/06/2026		Town Council Main		Invoice	Laversdale Timber	S	270.60	54.12	324.72
142	Equipment/Materials	12/06/2026		Town Council Main		Invoice	Laversdale Timber	S	9.74	1.95	11.69
146	skip hire	12/06/2026		Town Council Main		Invoice	Aspatria Skip Hire	E	320.00		320.00
150	Allotments Running Costs	12/06/2026		Town Council Main	Skip rent	Invoice	D A Harrison	S	10.00	2.00	12.00
99	Website	12/06/2026		Town Council Main	Webhosting and m	Invoice	Ministry of Doing	X	340.00		340.00
140	Internet, phones and mobiles	12/06/2026		Town Council Main	Back up and securi	Invoice	System IT	S	9.00	1.80	10.80
149	Admin and Audit	12/06/2026		Town Council Main	Audit fee	Invoice	Julie Wright - Auditor	E	300.00		300.00
138	Grave Digging	12/06/2026		WBIC Current	W HUGHES	Invoice	Tivoli	S	623.28	124.66	747.94
145	Internet, phones and mobiles	12/06/2026		Town Council Main		Invoice	Infinity Print Solutions	S	5.32	1.07	6.39
147	Internet, phones and mobiles	12/06/2026		Town Council Main	Annual hosting ant	Invoice	Ministry of Doing	S	283.33	56.67	340.00
148	Building Repair and Maintenance	12/06/2026		WBIC Current		Invoice	Saundersons	S	66.00	13.20	79.20
Total									44,667.49	1,885.39	46,552.88

7.2 To receive and note the Internal Auditor's report for the financial year ended 31 March 2026.

The Internal Auditor's report for the financial year ended 31 March 2026 was received and considered by members. Members noted that the Internal Auditor had identified one minor issue relating to the omission of the Council's address from the Notice of Public Rights during the 2025/2026 financial year. Members noted that the matter had been addressed and that no other significant issues were raised.

Resolved: Members noted the Internal Auditor's report for the financial year ended 31 March 2026. Cllr Huntington abstained.

7.3 To reappoint the internal auditor for 2026/2027

Members considered the reappointment of Julie Wright as the Council's Internal Auditor for the 2026/2027 financial year.

RESOLVED: That Julie Wright be reappointed as the Council's Internal Auditor for the 2026/2027 financial year. Vote was unanimous.

7.4 To consider and approve the Annual Governance Statement (Section 1 of the AGAR) for the year ended 31 March 2026.

Prior to the vote, Cllr Clark raised a query regarding the restatement of the 2024/2025 Accounting Statements (Section 2), specifically in relation to Box 4 (staff costs). The RFO explained that an error relating to the coding of PAYE costs had been identified during the preparation of the 2025/2026 year-end accounts, which resulted in the need to restate the 2024/2025 figures. It was noted that the figures reported in 2024/2025 reflected the information produced by the accounting software at that time.

The RFO confirmed that Cllr Clark had previously raised a query regarding Box 4 and had been offered the opportunity to review the supporting information in the office. Members were reminded that any queries relating to the AGAR or year-end accounts should, where possible, be raised with the RFO in advance of the meeting to allow for clarification and discussion prior to formal consideration by Council.

RESOLVED: That the Annual Governance Statement (Section 1 of the AGAR) for the year ended 31 March 2026 be approved. Cllrs Clark and Huntington abstained from voting.

7.5 To consider and approve the Accounting Statement and Year End accounts (Section 2 of the AGAR) for the year ended 31 March 2026.

Prior to the vote, Cllr Ferriby reiterated the discussion held under item 7.4 and confirmed that the Finance Committee had considered and approved the year-end accounts prior to the meeting of the Full Council. It was noted that the error identified in the 2024/2025 accounts had not affected the overall figures but had resulted in certain expenditure being reported in an incorrect AGAR box. Members were advised that the budget had been revised accordingly and that there were no concerns regarding the Council's financial position.

RESOLVED: That the Accounting Statements (Section 2 of the AGAR) and the Year End Accounts for the year ended 31 March 2026 be approved. Cllrs Clark and Huntington abstained from voting

FC/34/2026 WBJC

It was reported there had been no funerals since February.

Grass cutting works continue throughout the cemetery.

Members were informed that the notice board had been vandalised. The matter will be included on the agenda for the next meeting for consideration of a replacement notice board.

7.6 To approve the dates for the Exercise of Public Rights.

Members considered the proposed dates for the Exercise of Public Rights.

RESOLVED: That the dates for the Exercise of Public Rights be approved as presented.

7.7 To consider and approve purchasing annual parking permits for the clerk and deputy clerk.

Members considered the purchase of annual parking permits for the Clerk and Deputy Clerk to enable them to carry out their duties on behalf of the Council.

RESOLVED: That annual parking permits be purchased for the Clerk and Deputy Clerk, and that the associated costs be met from the Council's budget. Cllr Clark voted against the resolution.

7.8 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.

Members considered the proposal to delegate authority to the RFO and Chairman to authorise and make known regular payments due in August. Members agreed that this would ensure that contractual and statutory payments could continue to be made in a timely manner. It was noted that all payments made under this delegated authority would be presented to the Council for ratification at the September meeting.

RESOLVED: That the Council approves the payment of known regular expenditure due in August and delegates authority to the RFO and Chairman to authorise and make such payments on behalf of the Council. All payments made under this delegation shall be presented to the Council for ratification at the September meeting.

7.9 To consider continuing with the current arrangement to manage the public toilets.

Members discussed the current arrangements for the management of the public toilets at Water Street, Barton Laws and the Park Bowling Club. The Clerk and Deputy Clerk currently undertake the daily opening, closing and cleaning of the public toilets at Water Street throughout the week and, since this arrangement was implemented, the standard of cleanliness has improved significantly. The public toilets at Barton Laws and the Park Bowling Club are cleaned as required, with weekend duties being undertaken by a casual employee.

Members considered the effectiveness of the arrangements and whether they should continue.

RESOLVED: That the current arrangements for the management, opening, closing and cleaning of the public toilets at Water Street, Barton Laws and the Park Bowling Club shall continue, with the Clerk and Deputy Clerk undertaking weekday duties and a casual employee undertaking weekend duties.

FC/35/2026 Council Policies

Prior to the meeting, members were provided with copies of the following policies and documents for review and adoption for the 2026/27 financial year:

- Standing Orders
- Financial Regulations
- Complaints Procedure
- Code of Conduct
- Financial Risk Assessment

Members considered the documents and noted that no amendments had been proposed.

RESOLVED: That the Standing Orders, Financial Regulations, Complaints Procedure, Code of Conduct and Financial Risk Assessment be adopted for the 2026/27 financial year without amendment.

FC/36/2026 WBJC

It was reported that the WBJC's AGM would be Wednesday 17th June 2026 at the Vestry.

It was reported that there had been very few funerals this year but in May there were three.

Members were also informed that the cemetery had recently welcomed visitors from Canada whose relatives had originated from Wigton. The visitors were given a tour of the cemetery by the WBJC Clerk.

Cllr Clark referred to the supporting AGAR documents and read out a section of the variance explanation document during the meeting, including the statement that the comments contained within the document were confidential. It was clarified that the variance explanation document was not intended for publication and had been circulated only to councillors and the external auditor as supporting information for the AGAR.

FC/37/2026 Committee Members

Following the resignation of a councillor, vacancies had arisen on the Finance Committee and the Staffing, Policy and Development Committee. Members were invited to express an interest in joining either committee.

RESOLVED: That Cllr Scott be appointed to the Staffing, Policy and Development Committee. It was further resolved that the vacancy on the Finance Committee remain unfilled until additional councillors have been co-opted.

FC/38/2026 Grounds Report

Members received an update regarding the rabbit population within the Council's open spaces. Following the initial consultation, the Parks, Open Spaces and Allotments Committee had agreed to proceed with a two-week programme of rabbit control by shooting at a cost of £600.

FC/39/2026 Mayor Engagements

Attended a plant sale at Lowmoor Road Church
Attended the Annual Town Meeting
Held the Big Bruch at the Food Pantry
Also, greeted the Red Branch Morris Dancers

FC/40/2026 Clerk Report

All councillors were invited to join the carnival on Saturday 27th June, meeting at the bowling club at 11 am.

Members were informed that an email had been received from a representative of Persimmon Homes regarding the proposed development of 192 dwellings. The representative had offered to meet with councillors in a private briefing session. Members agreed to invite the representative to attend a meeting on 8 July 2026, prior to the Full Council meeting. Members were also requested to submit any questions or topics they wished Persimmon Homes to address in advance of the meeting, to allow sufficient time for the information to be gathered.

The Clerk will make the necessary arrangements.

FC/41/2026 Member Reports

Cllr McCarthy – Attended the Annual Town Meeting.

Cllr Stapley - Attended the Annual Town Meeting.

Cllr Ferriby – Attended the Annual Town Meeting.

Cllr Hodson – Attended the Annual Town Meeting. Also thanked those who contributed to her wedding gift.

Cllr Shone – Attended the Annual Town Meeting.

Future agenda items:

Flood report – To condense the July FC meeting and replace Cllr Lynch's item with the flood report, inviting the representative from Cumberland Council to discuss the recent report.

Meeting Closed: 20:11

Next meeting 8th July 2026

Action	Responsibility	Completion Date	Complete	Comments
Arrange for an annual review of buildings and assets at the park bowling club	EI	Asap		
Devise a maintenance schedule for TC owned buildings and land	EI/SC	Ongoing		
Organise litter pick	EI/SC and councillors	End April		
Expense Policy	EI/SC	July		
Arrange for dog poo bags to be placed around the town.	SC	ASAP		