

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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APPLEBY TOWN COUNCIL MINUTES FOR THE VIRTUAL MEETING VIA ZOOM HELD ON WEDNESDAY 22ND JULY 2020 at 7.00pm

Present:

Mayor:	Cllr Hayes	Cllr Stevenson
Deputy Mayor:	Cllr Chalmers	Cllr Curley
Councillors:	Cllr Mrs Anderton	Cllr Dougherty
	Cllr Hutchinson	Cllr Rooke
	Cllr Connell	Cllr Wignall
	Cllr F Potts	Cllr Pape

Also, in attendance: Hannah Hillard (Herald), Kate Kendall, Historic England
Cllr Chalmers & Hannah Hillard left the meeting at 8.40

The Council acknowledged the passing of ex Mayoress Jennie Morgan who died last week. The Councillors will be present as the funeral cortege passes through the town on Friday 24th July 2020.

C1/07/20 Apologies for Absence

Apologies for absence were received from Cllr H Potts, in respect of this meeting.

ACTION

Clerk

C2/07/20 Declarations of Interest

Cllr Connell declared a personal interest in any items on the agenda that relate to Cumbria County Council and Eden District Council (EDC).

Clerk

C3/07/20 Minutes

Council

It was **RESOLVED** to authorise the Chairman of the meeting to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 19th February 2020 & 18th March 2020** as a true and accurate record and the Council to approve any resolutions.

**Cllr
Hutchinson**

Committees

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 09 March 2020 & 13th July 2020** as a true and accurate record and the Council to approve any recommendations.

**Cllr
Chalmers**

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 09 March & 13th July 2020** as a true and accurate record and the Council to approve any recommendations.

**Cllr
Stephenson**

It was **RESOLVED** to authorise the Vice Chairman of the Committee to sign the minutes of the **Property Committee** held on **Monday 9th March 2020 & 13th July 2020** as a true and accurate record and the Council to approve any recommendations. Cllr Connell proposed, and Cllr Anderton seconded.

**Cllr Mrs
Anderton**

C4/07/20 Questions to be received from the public

No questions were received from the public

C5/07/20 Police Report

It was **RESOLVED** to receive and note the Police's written report. Cllr Stephenson referred to anti-social behaviour concerning the Broad Close toilets and the sports centre and asked Councillors to be vigilant.

ALL

Cllr Anderton asked for congratulations to be sent to PC Sally Ewbank on her recent engagement and to both PC Ewbank and PC Lamour to say express the Council's thanks for all they do for town.

Clerk

Cllr Pape raised the issue of Fly-tipping. The clerk confirmed that a request for a new no fly tipping sign as be issued and will placed at the entrance to the site,

Cllr Hutchinson reported that from the charity sector point of view there has been a big increase in fly tipping since lock down.

Clerk

CCTV signage to be request from Police and place in a prominent place at the recycling centre

Clerk

C6/07/20 County and District Councillor's Reports

County

It was **RESOLVED** to receive and note Cllr Connell's written report. Cllr Connell reported talks on local government re-organisation that must be completed by 2022, unitary authority is back on the agenda and a white paper is due for publication soon.

District

It was **RESOLVED** to receive Cllr Mrs Greenwood's written report.

C07/07/20 Mayor's Report

It was **RESOLVED** to receive the Mayor's report.

C08/07/20 Clerk's Report

It was **RESOLVED** to receive and note the Clerk's written report.

C09/07/20 Outside Body Reports

The Chair requested that for future meetings each Outside Body representative to prepare a short report for consideration at Full Council meetings.

Relevant Representative

- Cllr Anderton reported Appleby Grammar School have appointed Elaine Sargent as the new Head teacher and the school is re-opening in September.
- Cllr F Potts offered his thanks to the Head of Appleby Primary and his staff for working so hard to re-open the Primary School.
- Cllr Chalmers reported AERG is looking to gradually wind down the volunteer prescriptions service, they will refer those who still fear shopping in town to the relevant agencies. Project manager Caroline Dodgeon is moving to live in Greece and Cllr Chalmers wished Caroline well and recognised the contribution she has made within AERG, the Council and community at large. Laura Allen has been appointed to replace her.
- Cllr Wignall – Council approval was given to Mrs Wignall will play the last post on VJ day August 15th from the steps of the hall in line with SD guidelines
- Remove 573 Bus outside body

C10/07/20 Schedule of Payments & Bank Transfers- June 2020

It was **RESOLVED** that the Chairman be authorised to sign the schedule of payments for the month of June 2020, totalling **£20,096.49**. This figure includes employee salaries and purchases; and is inclusive of VAT. It was also **RESOLVED** that the Chairman be authorised to sign the transfer of funds for June 2020 totalling **£6653.21**. It was also resolved for the chairman to sign scheduled payments for Feb-May signed by TC under delegated powers

C11/07/20 Internal Auditors Report 2018 – 2020

It was **RESOLVED** to receive the Internal Auditors Report and act on any recommendations for 2019 – 2020.

Chairman

C12/07/20 Appointment of Internal Auditor 2020 - 2021

It was **RESOLVED** to appoint Mrs Jean Airey as the Internal Auditor for 2020 –2021

Chairman

C13/07/20 Annual Return Section 1 Annual Governance Statement for the Financial Year Ended 31st March 2020

It was **RESOLVED** to approve the Annual Return Section 1 Annual Governance Statement for the year ended 31st March 2020 and authorise the Mayor and the Clerk to sign it.

C14/07/20 Annual Return Section 2 Accounting Statement for the Financial Year Ended 31st March 2020

It was **RESOLVED** to approve the Annual Return Section 2 Accounting Statement for the year ended 31st March 2020 and authorise the Mayor and the Clerk to sign it.

Chairman

C15/07/20 Annual Accounts 2018 - 2020

It was **RESOLVED** to approve the Annual Accounts for 2019 – 2020.

C16/07/20 Management account – June 2020

It was **RESOLVED** to approve the Management Accounts for June 2020

C17/07/20 Responsible Financial Officer

It was **RESOLVED** to appoint the Town Clerk as the Responsible Financial Officer for 2020 – 2021

C18/07/20 Council Structure, Committee Membership, Working Party Membership and Membership of Outside Bodies

Clerk

- It was **Resolved** that Cllr Chalmers would continue as Finance Chair with Cllr Pape Vice-Chair
- It was **Resolved** that Cllr Stephenson would Chair Planning & G.P. with Cllr Wignall as Vice-Chair
- It was **Resolved** that Cllr Anderton would Chair & Cllr Rooke as Vice Chair
- The Staffing and Appeals committees remain unchanged
- It was **Resolved** that Cllr Connell would step down from Devolution of Services and Cllr Anderton would replace him
- The Clerk will circulate dates for the Business Regeneration working party to meet
- The Chamber of Commerce working group will be dissolved as it no longer exists. It be incorporated into Business Regeneration
- Outside Bodies: Cllr Anderton to be added to ACAT others remain the same

C19/07/20 Council Documents:

Chairman

The Council reviewed and approved the Council Documents for use and publication for 2020/21

- Financial Regulations 2020
- Risk Assessment 2020
- Asset Register 2020
- Standing Orders 2020
- Health and Safety Risk Assessment 2020

It was **RESOLVED** that the Mayor be authorised to sign the following policies for 2020:

- | | |
|-----------------------------|--------------------------|
| • Health and Safety | • Equality and Diversity |
| • Privacy Policy | • Media |
| • Data Protection | • Community Engagement |
| • Document Retention Policy | • Fire Safety Policy |
| • Freedom of Information | |

C20/07/20 Councillors' reports and items for future agendas

Clerk

Items for future agendas:

- Playground
- Carnival
- Climate Change
- Re-open Appleby Safely
- Health-Watch
- Twinning
- HAZ – update
- Budget review post COVID-19
- Review Christmas activities considering COVID-19

C21/07/20 Exclusion of the Press and Public

RESOLVED that the Press and Public be excluded from the meeting, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 while the following business is transacted

C22/07/20 Repair of the Moot Hall

Kate Kendall from Historic England joined the meeting to discuss plans for repair work to the Moot Hall. A programme was work is planned in partnership with ATC and EDC to commence repair work on the Moot Hall. Preliminary work is underway to establish a full costing for the repair of the roof, water systems and external rendering. Pending a successful grant application from ATC, HE would provide 80% of a grant up to £200,000K with ATC match funding from the building reserves and making an application to another charity for a further contribution. It was **RESOLVED** that ATC will release £30,000 towards the cost of the repair.

Date of the Next Meeting

Councillors noted that the next Ordinary **Meeting of the Council** will be held Virtually on **Wednesday 19th August 2020** at 7pm.

ALL

There being no further business the meeting closed at 8.55pm

AT THE COUNCIL MEETING ON:

WEDNESDAY 19th August 2020

THE MAYOR WAS AUTHORISED BY
THE COUNCIL TO SIGN THESE MINUTES TO
CONFIRM THEIR BEING AN ACCURATE RECORD:

Cllr Gareth Hayes
