

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office
Moot Hall
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Cumbria
CA16 6YB

6th July 2020

Dear Councillor,

Notice is hereby given, and you are summoned to attend the meeting of Appleby-in-Westmorland Town Council's **Finance Committee** to be held virtually via ZOOM on **MONDAY 13TH JULY 2020 at 6.45pm.**

Members of the Public and Press are invited to attend. Please email clerk@applebytown.org.uk before noon on the 13th July 2020

Yours sincerely

Karen Lowthrop

Karen Lowthrop- Town Clerk

Due to the current restrictions in place this meeting will be a virtual meeting and therefore will not take place in a physical location. The meeting be held virtually via video conferencing using Zoom. Therefore, this is a meeting in public, not a public meeting.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come into force on 4 April 2020. Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

The Clerk will provide procedural advice and manage the virtual meeting process. We are unable to guarantee that each participant will remain connected to the meeting. Quorum for the meeting is 3.

The Clerk will invite the attendees to:

- To have their microphones on mute.
- To adhere to the Councils Code of Conduct, General Standing Orders and Virtual Etiquette Guidance to support the chair as he or she manages the meeting.
- Only unmute when you have been invited in to speak.
- Turn phones to silent.
- Be aware of time lags and allow time for participants to respond.
- Press the "Wave" icon to indicate they wish to speak
- Respond to the Chair when their name is called.
- Be aware that some attendees may join by telephone.

A G E N D A

1. Elect a Chairman

To elect a Chairman and Vice Chairman

2. Apologies for Absence

To receive and note any apologies for absence.

3. Declarations of interest

Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the adopted code of conduct.

4. Actions from the Previous Minutes

To provide an update regarding the actions detailed in the minutes of the last meeting. *(Attached)*

5. Chairman's Report

To receive any **Chairman's Report** and answer any Councillors' questions.

6. Management Accounts

To receive the Management Accounts for June 2020 and prepare any recommendations for Council. *(Attached)*

7. Internal Auditor's Report for 2019-20

To receive and consider the Internal Auditor's Report and make any recommendations to Council. *(Attached)*

8. Annual Return for the Financial Year Ending 31st March 2020

To consider the Annual Return Section 1 Annual Governance Statement 2019- 2020 and prepare any recommendations for Council. To consider the Annual Return Section 2 Accounting Statements 2019 - 2020 and prepare and recommendations for Council (*Attached*)

9. Annual Accounts 2019 - 2020

To consider the Annual Accounts 2019 - 2020 and prepare any recommendations to Council. (*Attached*)

10. Review of Banking Arrangements and Signatories

To review the banking arrangements and signatories for 2019 – 2020 and make any recommendations to Council. (*Report 3: attached*)

11. Direct Debit and Regular Payments 2019 – 2020

To review the direct debit and regular payments 2019 – 2020 and make any recommendations to Council. (*Attached*)

12. Charity Accounts

To receive and authorise the Trustees and/or signatories to sign the charity accounts for the financial year ending 31st March 2019 and to confirm the Trustees and/or signatories for 2019 – 2020 and make any recommendations to Council.

- Charity of Mrs Hannah Kennington (Deceased) 503022
- The Ingram Dawson Legacy 215561
- The Dorothy Chapman Trust
- 573 Bus Service

(*Attached*)

13. Covid 19

To receive and **RECOMMEND** to Council Covid 19 Risk assessments (*Attached*)

14. Councillors' reports and items for future agendas

Councillors' to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. (*Councillors are reminded that this is not an opportunity for debate or decision making.*)

15. Date of the Next Meeting

To note that the next meeting of the Finance Committee will be held Virtually on **Monday 10th August 2020 at 6.45pm.**

For the attention of all members of the Finance Committee:-

Chairman:	Cllr Chalmers
Vice Chairman:	Cllr Pape
Councillors:	Cllr Mrs Anderton
	Cllr Connell
	Cllr Curley
	Cllr Hayes (Deputy Mayor Ex Officio)
	Cllr F Potts
	Cllr H Potts

Copies to all remaining members of the Council for information.