

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office
Moot Hall
Boroughgate
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Cumbria
CA16 6YB

15th July 2020

Dear Councillor,

Notice is hereby given, and you are summoned to attend the ordinary meeting of **Appleby-in-Westmorland Town Council** be held Virtually via ZOOM on **WEDNESDAY 22ND JULY 2020** at 7pm

Members of the Public and Press are invited to attend, please email clerk@applebytown.org.uk before noon on the 22nd 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.

A G E N D A

1. Apologies for Absence

To receive and note any apologies for absence.

2. 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.

3. Minutes

Council

To authorise the Mayor to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 19th February 2020** as a true and accurate record. (*Report 1: Attached*)

Committees

To approve and authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 13th July 2020** as a true and accurate record and the Council to resolve any recommendations. (*report to follow*)

To approve and authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 13th July 2020** as a true and accurate record and the Council to resolve any recommendations. (*report to follow*)

To approve and authorise the Chairman of the Meeting to sign the minutes of the **Property Committee** held on **Monday 13th July 2020** as a true and accurate record and the Council to resolve any recommendations. (*Report to follow*)

4. Questions to be received from the public

To receive and note any questions from members of the public present. (*duration: 15 minutes allowed*)

5. Police Report

To receive and note the Police Report. (*Report 5: attached*)

6. County and District Councillors' Reports

To receive and note reports from **County** and **District Councillors** present. (*to follow*)

7. Mayor's Report

To receive and note the Mayor's Report and answer any Councillors' questions. (*attached*)

8. Clerk's Report

To receive and note the Clerk's Report and answer any Councillors' questions. (*attached*)

9. Outside Body Reports

To receive and note reports from Councillors who represent the Council on outside bodies.

10. Schedule of Payments & Bank Transfers – March – June 2020

To authorise the Mayor to sign the schedule for payments (bills & salaries) and bank transfers for the months of March – June 2020 (*attached*)

11. Internal Auditors Report 2019-2020 (attached)

To approve the Internal Auditor's Report.

12. Appointment of Internal Auditor for 2020-2021

To confirm the appointment of Jean Airey as the Internal Auditor for 2020-2021

13. Annual Return Section 1 Annual Governance Statement for the Financial Year Ended 31st March 2020

To approve and authorise the signing of the Annual Return Section 1 Annual Governance Statement

14. Annual Return Section 2 Accounting Statement for the Financial Year Ended 31st March 2020

To approve and authorise the signing of the Annual Return Section 2 Accounting Statements 2019-2020

15. Annual Accounts 2019 - 2020

To approve the Annual Accounts 2019-2020 and agreed the statutory requirements will be published on the 28th July 2020 on the website

16. Management Accounts June 2020

Receive accounts and make recommendations to Council

17. Responsible Financial Officer

To confirm the appointment of the Town Clerk as the Responsible Financial Officer for 2020-2021

18. Council Structure, Committee Membership, Working Party Membership and Membership of Outside Bodies

To approve the Council Structure, Committee Membership, Working Party Membership and Membership of Outside Bodies.

19. Council Documents

Council to approve the following Council documents for use and publication for 2020:

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

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

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

20. 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.)

21. Exclusion of the Press and Public

To consider whether to exclude the Press and Public from the meeting, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, while the following business is transacted.....

22. The Repair of the Moot Hall: to consider plans for the repair of the Moot Hall within the HAZ programme

23. Date of the Next Meeting

To note that the next **Ordinary Meeting of the Council** will be held on **Wednesday 19th August at 7pm.**

For the attention of all Councillors:-

Mayor :

Cllr Hayes

Deputy Mayor:

Cllr Chalmers

Councillors:

Cllr Mrs Anderton

Cllr Pape

Cllr Stephenson

Cllr F Potts

Cllr Connell

Cllr H Potts

Cllr Curley

Cllr Rooke

Cllr Dougherty

Cllr Hutchinson

Cllr Hayes