

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Karen Lowthrop: Town Clerk
Telephone: 017683 51177
Email: clerk@applebytown.org.uk
Facebook: Appleby-in-Westmorland
Twitter: @applebycouncil

www.applebytown.org



Town Clerk's Office
Moot Hall
Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

13th May 2021

Dear Councillor,

Notice is hereby given, and you are summoned to attend the ordinary meeting of **Appleby-in-Westmorland Town Council** to be held via Zoom on **WEDNESDAY 19th May** at **7pm** in the Public Hall. Please let me know if you are unable to attend.

Members of the Public and Press are invited to attend. Please note social distancing measures are in a place, and a mask will be mandatory on entering

Yours sincerely,

K Lowthrop

Karen Lowthrop - Town Clerk

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 21st April 2021** 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 10th May 2021** as a true and accurate record and the Council to resolve any recommendations. (*Report 2: attached*)

To approve and authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 10th May 2021** as a true and accurate record and the Council to resolve any recommendations. (*Report 3: attached*)

To approve and authorise the Chairman of the Meeting to sign the minutes of the **Property Committee** held on **Monday 10th May 2021** as a true and accurate record and the Council to resolve any recommendations. (*Report 4: attached*)

4. Stephen Wharton Queen's Commendation for Bravery Award

Cllr H Potts to address the Council

5. Questions to be received from the public

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

6. Appleby Horse Fair 2021 Update

Mayor and Clerk to update on plans for the August Horse Fair

7. Heritage Action Zone Report

To update on the Moot Hall project and HAZ plans

8. Doomgate Culvert

Environmental Agency to update on plans for the Doomgate Culvert project

9. Police Report

To receive and note the Police Report. (*Report to follow*)

10. County and District Councillors' Reports

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

11. Mayor's Report

To receive and note the Mayor's Report and answer any Councillors' questions.

12. Clerk's Report

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

13. Outside Body Reports

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

14. Schedule of Payments & Bank Transfers – April 2021

To authorise the Mayor to sign the schedule for payments (bills & salaries) and bank transfers for the month of April 2021. (*Report to follow*)

17. Internal Auditors Report 2020 – 2021

To consider and approve the Internal Auditors report (*attached*)

18. Appointment of Internal Auditor for 2021 – 2022

To confirm the appointment of Jean Airey as the Internal Auditor for 2021 – 2022

19. Annual Return Section 1 Annual Governance Statement for the Financial Year Ended 31st March 2021

To approve and authorise the signing of the Annual Return Section 1 Annual Governance Statement 2020 – 2021 (*attached*)

20. Annual Return Section 2 Annual Governance Statement for the Financial Year Ended 31st March 2021

To approve and authorise the signing of the Annual Return Section 2 Annual Governance Statement 2020 – 2021 (*attached*)

21. Annual Accounts 2020 – 2021

To consider and approve the Annual Accounts 2020 -2021 (*attached*)

22. Responsible Financial Officer

To confirm the appointment of the Town Clerk as the Responsible Financial Officer for 2021 - 2022

23. Annual Subscription to CALC & NALC

To confirm and approve the annual subscription to CALC and NALC, totalling £418.73

24. 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 (*attached*)

25. 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.)

26. Date of the Next Meeting

To note that the next **Ordinary Meeting of the Council** will be held on **Wednesday 16th June 2021** at **7pm** in the **Public Hall**

For the attention of all Councillors: -

Mayor:

Cllr Hayes

Deputy Mayor:

Cllr Chalmers

Cllr Rooke

Cllr Dougherty

Councillors:

Cllr Mrs Anderton

Cllr P Davidson

Cllr Curley

Cllr Ms K Wignall

Cllr Stephenson

Cllr H Potts

Cllr T Wignall

Cllr Pape

Cllr Connell

Cllr F Potts