

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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

10 November 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 on **WEDNESDAY 17th November** at **7pm** in the Public Hall.

Members of the press and public are welcome to attend. Details about how to attend the meeting and how to comment on an agenda item are available on the Town Council Website. Please note we advise social distancing is observed and we ask you to wear a mask until seated.

Yours sincerely,

K Lowthrop

Karen Lowthrop - Town Clerk

PART ONE

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 Chairman to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 20th October 2021** as a true and accurate record.

Respond to matters arising

- **Market Hall Gents Toilets**
- **Public Hall Gents Toilets**
- **Future of the Heritage Centre**

Committees

To approve and authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 08 November 2021** as a true and accurate record and the Council to resolve any recommendations.

- the Committee **RECOMMEND** Full Council approves the October management accounts.
- the Committee **RECOMMEND** the Clerk defer draft budget report until December FC Meeting

To approve and authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 08 November 2021** as a true and accurate record and the Council to resolve any recommendations.

- To **RECOMMEND** to Council a 'rent forgiveness' for the remainder of the year and to instruct the Clerk to begin talks with members of the Appleby in Westmorland Society to discuss future partnership working.

To approve and authorise the Chairman of the Meeting to sign the minutes of the **Property Committee** held on **Monday 08 November 2021** as a true and accurate record and the Council to resolve any recommendations.

No Recommendations

4. Public Participation Receive any questions or representations which have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.

ADVICE NOTE: Members of the public may make representations, answer questions, and give evidence at a meeting that they are entitled to attend in respect of the business on the agenda.

The public must make a request **in writing** to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to **three minutes**. A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. (*duration: 15 minutes allowed*)

a) Receive public representations The Chair will read out any questions, petitions or statements received in advance of the meeting from Members of the Public.

b) Receive reports from District and County Councillors

The Chair will invite any District and County Councillors present, to report to the meeting.

5. Police Report

To receive and note the Police Report.

6. Mayor's Report

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

7. Clerk's Report

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

8. Outside Body Reports

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

9. Schedule of Payments & Bank Transfers – October 2021

To authorise the Chairman to sign the schedule for payments (bills & salaries) and bank transfers for the month of October 2021.

10. 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.)

11. Date of the Next Meeting

To note that the next **Ordinary Meeting of the Council** will be held on **Wednesday 15th December 2021** at **7pm** in the **Public Hall**

Private Section PART II –The following is exempt information as it relates to the financial or business affairs of any person (including the authority holding that information) and personal sensitive information relating to members of staff.

There are no items in this part of the agenda.

For the attention of all Councillors: -

Chairman:	Cllr Hayes			
Deputy Chairman	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 Connell
	Cllr T Wignall	Cllr Pape	Cllr F Potts	

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APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD ON WEDNESDAY 20TH OCTOBER 2021 at 7.00pm The Public Hall, Appleby.

Present:

Mayor:	Cllr Hayes	Cllr T Wignall
Deputy Mayor:		Cllr Pape
Councillors:	Cllr Mrs Anderton	Cllr Curley
	Cllr Connell	Cllr Davidson
	Cllr Dougherty	Cllr Stephenson
	Cllr S Rooke	

Also, in attendance: Karen Lowthrop Town Clerk, Clive Wigley – Oaklea Trust

PART ONE

C1/10/21 Apologies for Absence

Apologies received and accepted from Cllr H Potts, Cllr F Potts, Cllr Dougherty, and Cllr Chalmers
Apologies accepted proposed by Cllr Anderton second Cllr Hayes

ACTION
Clerk

C2/10/21 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. Cllr Anderton declared a personal interest in any items on the agenda relating to Fair Hill & Horse Fair.

Clerk

C3/10/21 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 22nd September 2021** as a true and accurate record and the Council to approve any resolutions. Proposed Cllr Hayes, seconded Cllr Stephenson

Committees:

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 13th September 2021** as a true and accurate record and the Council to approve any recommendations. Proposed Cllr Anderton, Second Cllr Curley

Chairman
Chairman

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 13th September 2021** as a true and accurate record and the Council to approve any recommendations. Proposed Cllr Anderton Second Cllr Curley

Cllr
Stephenson

It was **RESOLVED** to authorise the Chairman of the Committee to sign the minutes of the **Property Committee** held on **Monday 13th September 2021** as a true and accurate record and the Council to approve any recommendations. Proposed Cllr S Rooke Second Cllr Davidson

Cllr
Anderton

C4/10/21 Edenside Residential Application 19/0820

Mr Clive Wigley addressed the Council with a comprehensive update on the amended planning application submitted by Oaklea Trust for application 19/0820. Mr Wigley outlined some of the proposed amendments:

1. There are only two types of apartment layout, 12 No one bedroom apartments and 4 No two-bedroom apartments
2. The apartments are compliant with Housing Learning and Improvement Network Factsheet 6 Design Principles for Extra Care Housing (third edition) June 2020 for one-bedroom apartments 54 sq. m and two-bedroom apartments 68 sq. m. To comply with the current guidelines the building has a slightly larger footprint than the previous scheme.
3. This has resulted in the building being moved North slightly, reducing the rear garden but maintaining the front garden area and saving the two trees to the front.
4. The front access ramp has been changed to a platform cabin lift.
5. The development works are restricted to within the site boundary with no work proposed to the public highway.
6. The proposed scheme in the original application exceeded the budget by a large margin and made the project unfeasible and unviable. The amended building form has been simplified in construction and reduced to two stories. which will result in cost savings making the project viable once again. 7.

Councillors had the opportunity to ask questions. Cllr Hayes asked if the money collected by Towns' residents still being used for this project? Mr Wigley replied yes, and donations are in a reserved account.

Cllr Anderton asked if the provision for end-of-life care is still in the plan— Mr Wigley responded yes, those living within the complex will have their end-of-life needs cared for.

Cllr Stephenson asked what the timescale is for the project to begin. Mr Wigley responded as soon as the planning is approved the work can begin

The Chairman thank Mr Wigley for his attendance. Mr Wigley left the chamber at 19.43

C5/10/21 Questions to be received from the public. Public Participation a) Public Representations. Members were asked whether they were content to suspend the Council Standing Orders to allow a member of the public to speak.

(a) There were no questions from the public.

(b) County and District Councillors Report

It was **RESOLVED** to receive and note Cllr Connell's report on behalf on CCC

It was **RESOLVED** to receive and note Cllr Greenwood's report on behalf of Eden District Council

C6/10/21 Police Report

The police report was received and noted

C7/10/21 Mayor's report

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

C8/10/21 Clerk's Report

It was **RESOLVED** to accept the Clerk's report

C9/10/21 OUTSIDE Bodies Reports

Cllr T Wignall reported ACAT will be hosting the Christmas panto in the Public Hall

Cllr Anderton will be attending an Appleby Grammar School Governors meeting on Monday 25th October 2021

Cllr Rooke reported the Remembrance Days Parade and Service will be held on Sunday 14th November 2021 at 10.30 outside the British Legion Club.

C11/10/21 Schedule of payments It was **RESOLVED** that the Chairman be authorised to sign the schedule of payments for the month of September 2021, totalling **£14,460.63** This figure includes employee salaries and purchases; and is inclusive of VAT.

C12/10/21 Councillors' Reports and Items for Future Agendas

- Market Hall Gents Toilet
- Public Hall Gents toilet, light out
- The future of the Heritage Centre

13/10/21 Date of Next Meeting

Councillors noted that the next Ordinary **Meeting of the Council** will be held at the Appleby-in-Westmorland Public Hall on **Wednesday 17th November at 7pm.**

There being no further business the meeting closed at 8.25pm

AT THE COUNCIL MEETING ON:

WEDNESDAY 17th November 2021

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

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FINANCE COMMITTEE MINUTES DRAFT FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 8TH NOVEMBER 2021 at 6.45pm

Present:

Cllr Davidson (Chairman)
Cllr T Wignall
Cllr Hayes (Mayor Ex Officio)
Cllr Curley
Cllr Anderton
Cllr Pape

Also in Attendance:

Cllr K Wignall
Cllr Rooke
Cllr Stephenson
Cllr Connell
Town Clerk
Asst to Town Clerk

F1/11/21 Apologies for Absence

Cllr Dougherty apologies were received and accepted by the Chairman.
Cllr F Potts apologies were received and accepted by the Chairman
Cllr H Potts apologies were received and accepted by the Chairman

F2/11/21 Declarations of Interest

No declarations submitted for this meeting

ACTION

Clerk

F3/11/21 Actions from the Previous Minutes

Actions from previous minutes were noted

Clerk

F4/11/21 Chairman's report

There was no Chairman's Report in respect of this meeting.

F05/11/21 Management Accounts

The Town Clerk presented the October management accounts to Committee; the Committee **RECOMMEND** Full Council approves the October management accounts. Proposed Cllr Anderton, second Cllr T Wignall.

Clerk

The Clerk reported finances on budget for mid-year with increase income from the Public Hall. In response from a query by Cllr Stephenson, the Clerk reported better than expected TiC sales after the move to the Cloisters. Cllr Curly asked for an update on the cleaning contract for the Market Arcade toilets. The Clerk is currently preparing a proposal document for Council's consideration.

In accordance with Finance Regs 2.2. Cllr P Davidson reviewed and verified the bank reconciliations against the bank statements.

F06/11/21 Draft Budget

A draft budget will be brought before committee in December and will reflect the recent announcement of an increase in NI contributions, energy costs, replenishing building reserves and potential major works on the Cloisters.

F07/11/21 Review of Moot Hall Repairs

The Clerk reported works on the Moot Hall were on schedule and payment schedules are in line with forecasts. The Clerk is preparing to drawdown the second tranche of funding from historic England

Clerk

F8/11/21 Cloisters Repair Work under the HAZ scheme

Crosby Granger are finalising the condition report for the Cloisters for the Council to consider.

F9/11/21 Councillors' report and items for future agendas

- Exclusion of Press & Public to discuss Town Clerks' pay post Appraisal

Clerk

F11/11/21 Date of the Next Meeting

- Councillors noted that the next meeting of the Finance Committee will be held in the Public Hall on **Monday 6th December at 6.45pm.**

There being no further matters the meeting closed at 7.03pm

AT THE COUNCIL MEETING ON: **WEDNESDAY 17TH NOVEMBER 2021**

THE CHAIRMAN OF THE COMMITTEE WAS AUTHORISED BY THE
COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEIR
BEING A TRUE AND ACCURATE RECORD:

DRAFT

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Present:

Cllr Davidson (Chairman)
Cllr T Wignall
Cllr Hayes (Mayor Ex Officio)
Cllr Curley
Cllr Anderton
Cllr Pape

Also in Attendance:

Cllr K Wignall
Cllr Rooke
Cllr Stephenson
Cllr Connell
Town Clerk
Asst to Town Clerk

F1/11/21 Apologies for Absence

Cllr Dougherty apologies were received and accepted by the Chairman.
Cllr F Potts apologies were received and accepted by the Chairman
Cllr H Potts apologies were received and accepted by the Chairman

F2/11/21 Declarations of Interest

No declarations submitted for this meeting

ACTION

Clerk

F3/11/21 Actions from the Previous Minutes

Actions from previous minutes were noted

Clerk

F4/11/21 Chairman's report

There was no Chairman's Report in respect of this meeting.

F05/11/21 Management Accounts

The Town Clerk presented the October management accounts to Committee; the Committee **RECOMMEND** Full Council approves the October management accounts. Proposed Cllr Anderton, second Cllr T Wignall.

Clerk

The Clerk reported finances on budget for mid-year with increase income from the Public Hall. In response from a query by Cllr Stephenson, the Clerk reported better than expected TiC sales after the move to the Cloisters. Cllr Curly asked for an update on the cleaning contract for the Market Arcade toilets. The Clerk is currently preparing a proposal document for Council's consideration.

In accordance with Finance Regs 2.2. Cllr P Davidson reviewed and verified the bank reconciliations against the bank statements.

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Clerk

F8/11/21 Cloisters Repair Work under the HAZ scheme

Crosby Granger are finalising the condition report for the Cloisters for the Council to consider.

F9/11/21 Councillors' report and items for future agendas

- Exclusion of Press & Public to discuss Town Clerks' pay post Appraisal

Clerk

F11/11/21 Date of the Next Meeting

- Councillors noted that the next meeting of the Finance Committee will be held in the Public Hall on **Monday 6th December at 6.45pm.**

There being no further matters the meeting closed at 7.03pm

AT THE COUNCIL MEETING ON: **WEDNESDAY 17TH NOVEMBER 2021**

THE CHAIRMAN OF THE COMMITTEE WAS AUTHORISED BY THE
COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEIR
BEING A TRUE AND ACCURATE RECORD:

DRAFT

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PROPERTY COMMITTEE MINUTES FOR THE MEETING HELD IN THE PUBLIC HALL ON MONDAY 8TH NOVEMBER 2021 at 20:15PM

Present:

Cllr Anderton (Chairman)
Cllr Rooke
Cllr Connell
Cllr G Hayes (Mayor ex Officio)
Cllr K Wignall
Cllr Pape

Also, in attendance:

Cllr T Wignall
Cllr Stephenson
Cllr Curley
Cllr P Davidson
Assistant to the Town Clerk
Town Clerk

PR1/11/21 Apologise for Absence

The Committee accepted apologies received from Cllr H Potts, Cllr Dougherty, and Cllr F Potts

PR2/11/21 Declarations of Interest

Cllr Connell declared a personal interest in relation to any agenda items that relates to Cumbria County Council and Eden District Council.

Clerk

PR3/11/21 Actions from the Previous Minutes

- Clarification on defeats clause re the Low and High Crosses – response from Crosby Granger . “The contract was signed 'under hand' which has a limitation period of 6 years for contractor liability. has a limitation period of 6 years for contractor liability.”
- Dowpitts Wood – the Clerk is meeting with a group on the 11 November to discuss partnership working in the wood
- ATC have instructed Arnison Heelis to obtain Council Property deeds from Kendal Archive

PR4/11/21 The Moot Hall Repair Project

The Chairman attended the monthly Construction meeting and reported works were on schedule and the lime rendering process should commence week ending 12th November 2021

PR5/11/21 Chairman's Report

There was no report in respect of this meeting

PR06 /11/21 Councillors' reports and items for future agendas

- Update on new finger post signage for the Town Centre
- Update on the Blue Plaque Town Trail

PR7/11/21 Date of the Next Meeting

To note the next meeting of the Property Committee will be held IN THE PUBLIC HALL on **Monday 6th December 2021 at 7:45 or at the rising of the Planning and G.P. Committee**

There being no further business the meeting closed at 8.27

AT THE COUNCIL MEETING ON: **WEDNESDAY 17 NOVEMBER 2021**

THE CHAIRMAN OF THE MEETING WAS AUTHORISED BY THE -
COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEM
BEING A TRUE AND ACCURATE RECORD:

DRAFT



Appleby-in-Westmorland Town Council

Schedule of Payments - October 2021

31st October 2021

Barclays Current Account - Balance Brought Forward

£80,643.07

Date	Supplier/Customer	Description	Amount £
01/10/2021	BT	Town Clerks Mobile	£12.72
04/10/2021	Barclays	Transaction Charges	£52.18
05/10/2021	HMRC	September	£1,224.54
05/10/2021	NEST	September contributions	£212.03
06/10/2021	BT	TIC Mobile	£18.00
08/10/2021	J Douthwaite Electrical	Lights in Public Hall	£105.49
08/10/2021	Chesworth Communications	Marketing and press releases	£560.00
08/10/2021	Chesworth Communications	New hosting for TIC website	£99.99
08/10/2021	Beacon Fire Protection	Alarm testing Moot Hall	£66.00
08/10/2021	Gareth Hayes	Gifts for Kendal mayor making	£15.19
08/10/2021	Gareth Hayes	Fuel reimbursement	£48.60
11/10/2021	Waterplus	Public Hall Water	£72.54
11/10/2021	Barclaycard	Monthly Transaction charges	£44.09
11/10/2021	Npower	Public Hall electric	£44.94
11/10/2021	Npower	Moot Hall electric	£79.80
11/10/2021	Npower	Market Arcade Toilets electric	£195.81
11/10/2021	Npower	Public Hall lift	£24.86
13/10/2021	Cumbria County Council	Road Closure B6260 side road	£357.00
13/10/2021	Orona	Lift inspections Nov 2020 to May 2021	£535.18
13/10/2021	AST Signs Ltd	Appleby replacement sign and no camping sign	£264.00
13/10/2021	Stan Rooke	Newspapers 31/07/21 - 04/10/21	£15.00
13/10/2021	Cavendish Bloor	Post contract cost control	£1,320.00
13/10/2021	Crosby Granger	First contract payment	£3,193.58
14/10/2021	Aura	Payment on Valuation 1 Moot Hall	£43,486.35
15/10/2021	Aura	Payment on Valuation 1 Moot Hall	£40,000.00
18/10/2021	Corona	Moot Hall gas Aug - Sept	£85.40
18/10/2021	Corona	Public Hall gas Aug - Sept	£55.59
18/10/2021	Corona	Public Hall gas Aug - Sept	£45.48
18/10/2021	Sage	Finance Package	£62.40
18/10/2021	Beacon Fire Protection	Alarm testing Public Hall	£66.00
18/10/2021	Andy Connell	Expenses - Harold Spensley plaque	£20.00
18/10/2021	Emma Simpson	Expenses - Office stationary	£5.62
18/10/2021	Eden District Council	Public Hall rates	£66.00
18/10/2021	Eden District Council	Cloisters rates	£158.00
22/10/2021	BES Utilities	Cloisters electric 15 Sept - 15 Oct 2021	£91.38
22/10/2021	Karen Lowthrop	Dettol spray for TIC and office	£9.98
22/10/2021	Emma Simpson	Whiteboard	£8.89
25/10/2021	BT	Public Hall Wifi	£43.74
25/10/2021	BT	Monthly Bundle	£226.99
25/10/2021	Opus Energy	Blue Poppy first meter	£25.91

Date	Supplier/Customer	Description	Amount £
25/10/2021	Opus Energy	Blue Poppy second meter	£40.37
25/10/2021	Petty Cash	Top up of petty cash	£63.83
26/10/2021	Chubb	Alarm system - October	£54.78
27/10/2021	Morrigan	Various small giftware	£507.95
27/10/2021	Vanessa Bee Designs	Magnets & cards	£473.86
27/10/2021	George Romneys	Kendal Mint Cake	£61.63
27/10/2021	Lets Write - Elaine Myers	Misc small giftware	£139.83
27/10/2021	Lets Write - Elaine Myers	Misc small giftware	£677.60
27/10/2021	PR Books	TIC stock - maps	£257.26
27/10/2021	H Pigney & Son	Desk fan and misc	£35.98
27/10/2021	Urbaser Ltd	Emptying of refuse bins	£40.90
27/10/2021	N W Altham	Joinery works in Cloisters Office	£280.00
27/10/2021	Carola Frank	TIC Exhibit May - Sept 2021	£360.85
27/10/2021	Orona	Lift inspection 16/05/21 - 15/08/21	£267.59
27/10/2021	Orona	Lift inspection 16/08/21 - 15/11/21	£267.59
27/10/2021	Appleby Business Services	A4 Posters x20	£9.09
27/10/2021	Appleby Business Services	Climate Change PP Printing	£14.70
27/10/2021	Appleby Business Services	Harry Potter Treasure Hunt	£50.00
27/10/2021	John Sibson	Cards of Appleby	£60.00
27/10/2021	Karen Lowthrop	Retirement Gift staff member	£32.99
27/10/2021	Cardtoons Publications	TIC stock	£268.65
27/10/2021	Sue Gilbertson	September hours	£520.00
27/10/2021	Staff Salaries	October Salaries	£5,815.19

Total Payments for October 2021

£103,319.91

Barclays Current Account

£59,493.17

Barclays Savings Account

£83,662.95

Cumberland Reserve Account

£118,631.70

Transfers: From		To	
04/10/2021	Barclays Current	Barclays Savings (EDC Moot Hall Grant)	£20,000.00
10/10/2021	Barclays Savings	Barclays Current (Harold Spensley)	£729.69
13/10/2021	Barclays Savings	Barclays Current (Moot Hall S1&S2)	£4,525.00
13/10/2021	Barclays Savings	Barclays Current (Moot Hall Building Work)	£13,972.78
14/10/2021	Barclays Current	Harold Spensley Trust Account	£729.60

Signed:

Date: