

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Karen Lowthrop : Town Clerk
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www.applebytown.org

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

Dear Councillor,

4th November 2021

Notice is hereby given, and you are summoned to attend the meeting of Appleby-in-Westmorland Town Council's **Finance Committee** to be held in the Public Hall on **MONDAY 08 November 2021 at 6.45pm**

Members of the Public and Press are invited to attend. COVID guideline apply, please wear masks and social distance.

Yours sincerely

Karen 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. Actions from the Previous Minutes

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

4. Chairman's Report

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

5. Management Accounts

To receive the Management Accounts for **October 2021** and prepare any recommendations for Council

6. Budget 2021-2022

To receive Clerks' preparation budget report

7. Review of Moot Hall Repair costs

To receive Clerk's report on the

8. Cloister's repair under the HAZ Scheme

To receive update from the Clerk

9. 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)

10. Date of the Next Meeting

To note that the next meeting of the Finance Committee will be held on **Monday 6th December 2021** in the Public Hall.

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

Copies to all remaining members of the Council for information.

Chairman:

Cllr Chalmers

Vice Chairman:

Cllr Davidson

Councillors:

Cllr Mrs Anderton

Cllr Curley

Cllr G Hayes (Mayor Ex Officio)

Cllr F Potts

Cllr H Potts

Cllr T Wignall

Cllr J Pape

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FINANCE COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 11 OCTOBER 2021 at 6.47pm

Present:

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

Also in Attendance:

Cllr K Wignall
Cllr Rooke
Cllr Stephenson
Cllr Connell
Cllr Dougherty
Town Clerk

F1/10/21 Apologies for Absence

Cllr Curley's apologies were received and accepted by the Chairman.

F2/10/21 Declarations of Interest

No declarations submitted for this meeting

F3/10/21 Actions from the Previous Minutes

The Harold Spensley funds have been transferred to the Hannah Kennington Charity account

F4/10/21 Chairman's report

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

F05/10/21 Management Accounts

The Town Clerk present the September management accounts to Committee; the Committee **RECOMMEND** Full Council approves the September management accounts. Proposed Cllr Anderton, second Cllr Chalmers

F06/10/21 Conclusion of Audit

The Clerk reported a successful conclusion to the year-end audit with no queries outstanding. The Chairman thank her and the team on achieving this result. The Committee **RECOMMENDED** approval at full Council. Proposed Cllr Anderton second Cllr Hayes

F07/10/21 Review of Moot Hall Repairs

The Clerk reported works on the Moot Hall were on schedule. The Council has received the first tranche of grant funding from Historic England totally £ 59,658 and the first tranche of funding from EDC totalling £20,000. The Committee **RECOMMENDED** the Town Clerk to pay AURA **£69,571.96** (ex VAT) for works completed as per the signed valuation certificate received from Crosby Granger.

F8/10/21 Cloisters Repair work under the HAZ scheme

The clerk outlined the conditions for getting a HAZ grant for repair works to the Cloisters. The Council must commission a condition survey and apply for listed permissions before the end of the month. The Committee **RECOMMENDED** the Clerk proceed with talking to Crosby regarding a quote for the Condition survey and given the time scale gave the Clerk delegated powers to commence with the grant application.

F9/10/21 Councillors' report and items for future agendas

There were no Councillors' report for this meeting.

ACTION

Clerk

Clerk

Clerk

Clerk

F10/10/21 **Date of the Next Meeting**

- Councillors noted that the next meeting of the Finance Committee will be held in the Public Hall on **Monday 8th November at 6.45pm.**

There being no further matters the meeting closed at 7.04pm

AT THE COUNCIL MEETING ON: **WEDNESDAY 20th October 2021**

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

Monthly Management Accounts - October 2021

Income	Budget 2021-22	Actual Apr-21	Actual May-21	Actual Jun-21	Actual Jul-21	Actual Aug-21	Actual Sep-21	Actual Oct-21	Actual YTD	Notes on this month's payments/receipts
Precept	121,605	10,134	10,134	10,134	10,134	10,134	10,134	10,134	70,936	
Council Tax Reduction Scheme	1,656	138	138	138	138	138	138	138	966	
Recycling	1,400								700	
Shop Rentals	10,214	767	517	867	1,317	967	967	717	6,119	Pets Pantry Oct rent paid in Nov
Public Hall Lettings	4,850	270	240	430	890	505	840	1,465	4,640	
TIC Sales	25,000	236	830	1,379	2,165	1,137	2,217	832	8,796	Cash sales banked in November
Fair Hill	3,000			1,500		2,200			3,700	
PV Income	1,700	238		648			881	989	2,756	6 months backdated income
Rural Payments Agency	2,200		15						15	
Wayleaves	38								-	
Footway Lighting	1,270	423							423	
Planting	300								-	
VAT refund		1,316			6,128				7,444	
Other Income		500		2,529		406	195		3,630	
EDC Grants	1,500	8,335				5,000			13,335	
Other Grants	2,000				1,183	730			1,913	
Interest	100	3	3	5	8	6	4	11	40	
Total Council Income	176,833	22,360	11,877	17,631	21,963	21,922	15,375	14,286	125,415	
Moot Hall - HE (Building Survey & Development)	16,705	10,000				6,705			16,705	
Moot Hall - HE (Major Building Repairs)	238,630							59,658	59,658	
Moot Hall - EDC	40,000							20,000	20,000	
Moot Hall - Donations	40,000								-	
Total Moot Hall Income	335,335	10,000	-	-	-	6,705	-	79,658	96,363	
Total Income	512,168	32,360	11,877	17,631	21,963	28,627			221,778	
Expenditure	Budget 2021-22	Actual Apr-21	Actual May-21	Actual Jun-21	Actual Jul-21	Actual Aug-21	Actual Sep-21	Actual Oct-21	Actual YTD	
Salaries	80,000	7,317	7,502	7,568	7,644	8,260	7,037	7,772	53,100	
TIC Cost of Sales	12,000			3,085	283		810	2,808	6,986	
Heating & Lighting	7,000	447	1,521	178	579	681	228	690	4,324	
Rates	6,500	593	587	460	460	460	226	224	3,010	
Water	4,900	108	133	284	2,163	189	243	73	3,194	
Telephone & Broadband	3,000	288	389	369	359	359	392	301	2,457	
Lift Contract	850							1,070	1,070	6 months of bills
Building Repairs	15,000				1,004		1417		2,421	
General Maintenance	1,000	134	43	14	504	90	337	685	1,807	£280 for work to Cloisters office
Cleaning and Refuse	10,500	890	54	1,796	876	1,058	930	51	5,655	October Market Arcade toilets to pay
Insurance	7,000				6,172				6,172	
Licences and Compliance	2,000	496	53	109	494	55	381	187	1,774	
Subscriptions	500				438				438	
Professional Fees	2,500								-	
Training	500		595	20	30				645	
ICT	1,850	142	62	62	176	62	62	162	730	
Marketing & Advertising	800				1,366	276		280	1,922	
Quidditch Marketing	1,500						560	50	610	
Stationery & Printing	2,300			507	200	158	358	39	1,261	
Postage	150					9			9	
Refreshments	100						22		22	
Christmas Lights	2,000								-	
Bus Shelter Cleaning	500	60			60		60		180	
Footway Lighting	1,100								-	
Planting	500		50	150	105		7		312	
Mayor's Allowance	3,000	18	60		26	12	60	391	567	
S137 Grants	1,433								-	
Grant Payment	-								-	
Covid Compliance	-								-	
Rent Refunds & Returnable Deposits	-				300				300	
Election	500								-	
Audit	1,450			227			720		947	
Credit Card Machine Charges	400	24	29	44	44	54	45	44	284	
Bank Charges	1,000	21	23	33	44	37	23	52	234	
Contingency	5,000	263	650	716	180	110	508	20	2,447	
Total Council Expenditure	176,833	10,801	11,751	15,623	23,510	11,872	14,425	14,899	102,881	
Moot Hall Refurbishment										
Moot Hall - Building Survey & Development	25,418	9,522	14,647		1,307				25,476	
Eligible repairs, incl prelims, fees & schedule of rates con	298,287							88,357	88,357	
Non-eligible repairs & fees (Phase 1)	22,044								-	
Non-eligible de-scoped repairs (Phase 2)	27,307								-	
Non-eligible contingency (based on dayworks)	20,370								-	
Total Moot Hall Expenditure	393,426	9,522	14,647	-	1,307	-	-	88,357	113,833	
Total Expenditure	570,259	20,323	26,398	15,623	24,817	11,872	14,425	103,256	216,714	