

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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www.applebytown.org.uk

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

4th January 2022

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 in the Supper Room on **MONDAY 10TH JANUARY 2022** at **6.45pm**.

Members of the Public and Press are invited to attend. Please wear a mask until seated.

Yours sincerely

Karen Lowthrop Karen Lowthrop - Town Clerk

AGENDA

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.

- **To approve the Budget for 2022/23**
- **To approve the Precept for 2022/23**

4. Chairman's Report

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

5. Management Accounts

To receive the Management Accounts for December 2021 and prepare any recommendations for Council. (*Report 2: to follow*)

6. Draft Budget 2022/23

To consider the draft budget for 2022 / 2023 and make any recommendations to Council.

7. Precept 2022 – 2023

To consider the Precept for 2022 – 2023 and prepare any recommendations to Council.

8. 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.*)

9. Date of the Next Meeting

To note that the next meeting of the Finance Committee will be held in the Moot Hall on **Monday 14th February 2022** at **6.45pm**.

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

Chairman:	Cllr Chalmers
Vice Chairman:	Cllr P Davidson
Councillors:	Cllr Pape
	Cllr Hayes (Mayor Ex Officio)
	Cllr Curley
	Cllr Anderton
	Cllr F Potts
	Cllr H Potts
	Cllr T Wignall

Copies to all remaining members of the Council for information.

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FINANCE COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 6TH DECEMBER 2021 at 19.25 pm

Present:

Cllr J Chalmers (Chairman)
Cllr Davidson (Vice Chairman)
Cllr T Wignall
Cllr Hayes (Mayor Ex Officio)
Cllr Anderton
Cllr Pape
Cllr H Potts

Also in Attendance:

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

F1/12/21 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 Curley apologies were received and accepted by the Chairman

F2/12/21 Declarations of Interest

No declarations submitted for this meeting

ACTION

Clerk

F3/12/21 Actions from the Previous Minutes

Actions from previous minutes were noted

Clerk

F4/12/21 Chairman's report

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

F05/12/21 Management Accounts

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

Clerk

The Clerk reported finances on budget in accordance with Finance Regs 2.2. Cllr P Davidson reviewed and verified the bank reconciliations against the bank statements on Friday 3rd December 2021.

F06/12/21 Draft Budget

The Chairman requested the Clerk to present the draft Budget at the January 2022 meeting as the Council tax base has EDC have yet to confirmed.

F07/12/21 Cloisters Repair Work under the HAZ scheme

The Clerk is working with the property committee to know make an application to the HAZ board for funding for the necessary works to the Cloisters

Clerk

F8/12/21 Councillors' report and items for future agendas

- . Council Budget for 2022/23
- . Precept 2022/23

F9/12/21 Date of the Next Meeting

Councillors noted that the next meeting of the Finance Committee will be held in the Public Hall on **Monday 10th January at 6.45pm.**

There being no further matters the meeting closed at 8.00 pm

AT THE COUNCIL MEETING ON: **WEDNESDAY 15th January 2021**

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

To Finance Committee
Cllr J Chalmers (Chairman)
Cllr Davidson (Vice Chairman)
Cllr T Wignall
Cllr Hayes (Mayor Ex Officio)
Cllr Anderton
Cllr Pape
Cllr H Potts
Cllr F Potts
Cllr Curley
Cllr Dougherty

Also,
Cllr Rooke
Cllr K Wignall
Cllr M Stephenson
Cllr Connell



2021-22 Budget and Actual to date - December 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 Nov-21	Actual Dec-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	10,134	10,134	91,204	
Council Tax Reduction Scheme	1,656	138	138	138	138	138	138	138	138	138	1,242	
Recycling	1,400					700					700	
Shop Rentals	10,214	767	517	867	1,317	967	967	717	1,217	967	8,303	
Public Hall Lettings	4,850	270	240	430	890	505	840	1,465	1,170	1,070	6,880	
TIC Sales	25,000	236	830	1,379	2,165	1,137	2,217	832	2,414	1,282	12,493	December cash sales not included
Fair Hill	3,000			1,500		2,200					3,700	
PV Income	1,700	238		648			881	989		252	3,009	
Rural Payments Agency	2,200		15							2,713	2,728	
Wayleaves	38										-	
Footway Lighting	1,270	423									423	
Planting	300										-	
VAT refund		1,316			6,128				1,833		9,278	
Other Income		500		2,529		406	195		860	1,000	5,490	
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	6	6	52	
Total Council Income	176,833	22,360	11,877	17,631	21,963	21,922	15,375	14,286	17,771	17,563	160,748	
Moot Hall - HE (Building Survey & Development)	16,705	10,000				6,705					16,705	
Moot Hall - HE (Major Building Repairs)	238,630							59,658		59,657	119,315	
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	-	59,657	156,020	
Total Income	512,168	32,360	11,877	17,631	21,963	28,627	15,375	93,944	17,771	77,220	316,768	

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	8,166	7,183	68,449
TIC Cost of Sales	12,000			3,085	283		810	2,808	931	1,090	9,007
Heating & Lighting	7,000	447	1,521	178	579	681	228	690	546	1,214	6,084
Rates	6,500	593	587	460	460	460	226	224	224	224	3,458
Water	4,900	108	133	284	2,163	189	243	73	352	171	3,716
Telephone & Broadband	3,000	288	389	369	359	359	392	301	231	243	2,931
Lift Contract	850							1,070	268		1,338
Building Repairs	15,000				1,004		1417		1716		4,137
General Maintenance	1,000	134	43	14	504	90	337	685	727	140	2,674
Cleaning and Refuse	10,500	890	54	1,796	876	1,058	930	51	1,857		7,512
Insurance	7,000				6,172						6,172
Licences and Compliance	2,000	496	53	109	494	55	381	187	92	55	1,921
Subscriptions	500				438						438
Professional Fees	2,500								1,392		1,392
Training	500		595	20	30				177	20	842
ICT	1,850	142	62	62	176	62	62	162	318	373	1,421
Marketing & Advertising	800				1,366	276		280			1,922
Quidditch Marketing	1,500						560	50	402		1,012
Stationery & Printing	2,300			507	200	158	358	39	90	181	1,533
Postage	150					9					9
Refreshments	100						22			25	47
Christmas Lights	2,000										-
Bus Shelter Cleaning	500	60			60		60			60	240
Footway Lighting	1,100										-
Planting	500		50	150	105		7				312
Mayor's Allowance	3,000	18	60		26	12	60	391	750	15	1,332
S137 Grants	1,433										-
Grant Payment	-								171		171
Covid Compliance	-									18	18
Rent Refunds & Returnable Deposits	-				300						300
Election	500										-
Audit	1,450			227			720		227		1,174
Credit Card Machine Charges	400	24	29	44	44	54	45	44	44	48	376
Bank Charges	1,000	21	23	33	44	37	23	52	31	32	297
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	18,711	11,092	132,684
Moot Hall Refurbishment											
Moot Hall - Building Survey & Development	25,418	9,522	14,647		1,307						25,476
Building repairs, incl prelims, fees & schedule of rates cont	298,287							88,357	65,125	78,955	232,437
Total Moot Hall Expenditure	323,705	9,522	14,647	-	1,307	-	-	88,357	65,125	78,955	257,913
Total Expenditure	500,538	20,323	26,398	15,623	24,817	11,872	14,425	103,256	83,836	90,047	390,597

Final BES payment for Cloisters of £267 taken twice (refund pending)



Income	Budget 2021-22	Actual to Oct 21	Forecast 2022-23	Notes
Precept	121,605	70,936	139,512	Increased Building Maintenance Budget
Council Tax Reduction Scheme	1,656	966	1,656	TBC
Recycling	1,400	700	1,400	
Shop Rentals	10,214	6,119	10,500	
Public Hall Lettings	4,850	4,640	10,000	Based on current increased usage
TIC Sales	25,000	8,796	24,000	Based on TIC forecast
Fair Hill	3,000	3,700	3,500	
PV Income	1,700	2,756	2,000	
Rural Payments Agency	2,200	15	2,500	
Wayleaves	38		38	
Footway Lighting	1,270	423	-00	No future payments
Other Income		3,630	-00	Currently unknown
EDC Grants		13,335	-00	No EDC grants expected
Other Grants & Donations	2,000	1,913	2,000	
Interest	100	40	50	
Total Council Income	175,033	117,969	197,156	

Expenditure	Budget 2021-22	Actual to Oct 21	Forecast 2022-23	Notes
Salaries	80,000	53,100	90,000	Additional hours for property mgr and increase in min wage/NI
TIC Cost of Sales	12,000	6,986	12,000	50% of TIC income
Heating & Lighting	7,000	4,324	7,500	Anticipated increase of approx 6.5%
Rates	6,500	3,010	5,500	Reduction because no rates for Arcade public toilets
Water	4,900	3,194	4,800	
Telephone & Broadband	3,000	2,457	3,000	New contract negotiated
Public Hall Lift	850	1,070	1,200	
Building Repairs	15,000	2,421	25,000	
Dowpitt Woods Maintenance & Compliance			2,500	Maintenance & Compliance
General Maintenance	1,000	1,807	1,200	
Cleaning and Refuse	10,500	5,655	10,500	
Insurance	7,000	6,172	8,000	3 year fixed contract expires and includes increase of 12.5%
Licences and Compliance	2,000	1,774	2,000	
Subscriptions	500	438	500	
Professional Fees	2,500		2,500	
Training	500	645	1,000	
ICT	1,850	730	1,000	No Sage software
Marketing & Advertising	800	1,922	2,500	
Quidditch Marketing	1,500	610	-00	
Stationery & Printing	2,300	1,261	2,400	
Postage	150	9	-00	
Refreshments	100	22	-00	
Christmas Lights	2,000	-00	-00	To be requested from charitable accounts
Bus Shelter Cleaning	500	180	300	
Footway Lighting	1,100	-00	1,000	
Appleby in Bloom	500	312	750	
Mayor's Allowance	3,000	567	3,000	
S137 Grants	1,433	-00	1,656	
Grant Payments	-00	-00	-00	
Covid Compliance	-00	-00	-00	
Rent Refunds & Returnable Deposits	-00	300	-00	
Election	500	-00	-00	
Audit	1,450	947	1,450	
Credit Card Machine Charges	400	284	400	
Bank Charges	1,000	234	500	
Contingency	5,000	2,447	5,000	Includes costs for moving back to Moot Hall
Total Council Expenditure	176,833	102,878	197,156	