

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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

## FINANCE COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 6<sup>TH</sup> 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 3<sup>rd</sup> 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

- . Budget for 2022/23
- . Funding for Cloisters

**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 8<sup>th</sup> January at 6.45pm.**

There being no further matters the meeting closed at 8.00 pm

AT THE COUNCIL MEETING ON: **WEDNESDAY 15<sup>th</sup> 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:

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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

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## FINANCE COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 8<sup>TH</sup> 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**

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

There being no further matters the meeting closed at 7.03pm

AT THE COUNCIL MEETING ON:      **WEDNESDAY 17<sup>TH</sup> 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:

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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	
<b>Total Council Income</b>	<b>176,833</b>	<b>22,360</b>	<b>11,877</b>	<b>17,631</b>	<b>21,963</b>	<b>21,922</b>	<b>15,375</b>	<b>14,286</b>	<b>125,415</b>	
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								-	
<b>Total Moot Hall Income</b>	<b>335,335</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,705</b>	<b>-</b>	<b>79,658</b>	<b>96,363</b>	
<b>Total Income</b>	<b>512,168</b>	<b>32,360</b>	<b>11,877</b>	<b>17,631</b>	<b>21,963</b>	<b>28,627</b>			<b>221,778</b>	
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	
<b>Total Council Expenditure</b>	<b>176,833</b>	<b>10,801</b>	<b>11,751</b>	<b>15,623</b>	<b>23,510</b>	<b>11,872</b>	<b>14,425</b>	<b>14,899</b>	<b>102,881</b>	
<b>Moot Hall Refurbishment</b>										
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								-	
<b>Total Moot Hall Expenditure</b>	<b>393,426</b>	<b>9,522</b>	<b>14,647</b>	<b>-</b>	<b>1,307</b>	<b>-</b>	<b>-</b>	<b>88,357</b>	<b>113,833</b>	
<b>Total Expenditure</b>	<b>570,259</b>	<b>20,323</b>	<b>26,398</b>	<b>15,623</b>	<b>24,817</b>	<b>11,872</b>	<b>14,425</b>	<b>103,256</b>	<b>216,714</b>	

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## Precept Report 2022-2023

Prepared for Finance Committee meeting Monday 6<sup>th</sup> December 2021

This budget is called the '**Precept**', and is the amount the Town Council asks from Eden District Council as a proportion of the Council Tax paid by householders of Appleby. The Council utilises the precept, to provide its services and deliver its Council Plan.

The Town Council's portion of Council Tax bill depends on which band a property is in. Properties are put into one of eight bands, A being the lowest, and H the highest, with Band D being the average.

The following considerations have been respected for 2022/23 budget:

- Ending of EDC grant for TiC
- Ending of EDC grant for footway lights
- Reduction in DEFA Rural Payment Scheme
- Increased NI contributions
- Increase in utility costs

I am recommending a request to EDC for precept of **£134,512**

This is to allow the Council to run its business and to continue to establish a building reserves fund to use to undertake capital works to the Council's portfolio of properties.

### Precept 2022-2023

The CTRS for 2022-2023 is **£1,656 TO BE CONFIRMED**

Precept value 2022 -2023of **£134,512**

Total value of **£136,168**

The Council Tax Base for 2022-2023 is **1125.53 TO BE CONFIRMED**

Giving a Band D precept of **£119.52**– an increase of £0.96 per household per month on 2020-2021

Calculation: £136,168. divided by 1125.53 = **£119.52**

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Year	Council tax base	Band D Annual	Precept
2018-2019	1130.29	£69.00	£77,990
2019-2020	1141.89	£96.90	£110,307
2020-2021	1104.72	£102,85	£113,616
2021-2022	1125.53	£108.04	£121,605
2022-2023	1125.53 tbc	£119.51	£134,512