

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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

9<sup>th</sup> February 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 14<sup>th</sup> FEBRUARY 2022 at 7.15pm.**

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

No actions from the previous minutes. (*Minutes 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 January 2022 and prepare any recommendations for Council. (*Report attached*)

### 6. Moot Hall Project

To report on current financial position with Moot Hall income and expenditure.

### 7. Grant Applications

To receive and consider grant applications in relation to the Council's allocated funds and charities and make any recommendations to either the Council or appropriate trustees. Grant applications to be considered are:

- Appleby Smarter
- Appleby Emergency Response Group
- Great North Air Ambulance Service

### 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 14<sup>th</sup> March 2022 at 6.45pm.**

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

**Chairman:** Cllr Chalmers  
**Vice Chairman:** Cllr 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 SUPPER ROOM MONDAY 10TH JANUARY 2022 at 6.45pm

### Present:

Cllr Chalmers (Chairman)  
Cllr Curley  
Cllr Wignall  
Cllr Hayes (Mayor ex Officio)  
Cllr Pape (Vice Chairman)  
Cllr H Potts  
Cllr Anderton

### Also in attendance:

Cllr Rooke  
Cllr Stephenson  
Cllr Connell  
Cllr Hayes  
Cllr K Wignall  
Cllr P Davidson  
Cllr M Dougherty  
Cllr Hutchinson  
Town Clerk  
Town Clerks Assistant

### F1/01/22 Apologies for Absence

Cllr F Potts – long term absence noted

Clerk

### F2/01/22 Declarations of Interest

No declarations of interest were received for this meeting

### F3/01/22 Actions from the Previous Minutes

See F6 and F7

Clerk

### F4/01/22 Chairman's Report

No Chairman's report received in respect of this meeting

### F5/01/22 Management Accounts

The Clerk presented the Management Accounts for December 2021.

The Management Accounts were agreed and accepted and **RECOMMENDED** to Full Council

### F6/01/22 Draft Budget 2022-2023

The Clerk presented an amended draft budget explaining the Moot Hall income and expenditure lines and advising the Council that budget year 2022-23 will be challenging to meet the on-going maintenance of the Councils, land, and buildings. The Clerk informed the Committee a budget line for Building Repairs of £25k is needed to meet the cost of maintenance and repair of the Council's assets. The Property is preparing a property maintenance plan for discussion. The Chairman told committee members the budget was a fair representation of what the Council needs to run its services. The Clerk said several factors were taken into consideration when preparing the budget, including the ending of EDC funding for the TIC, the Foot Way lighting and reducing payments from the Rural Payments Agency. The Council need to look at alternative sources of income to sustain its assets long term.

Clerk

The Council voted 6 to 2 for recommendation to full council: 1 abstention and 1 against  
It was **RECOMMENDED** that the Budget be presented to the Full Council for approval.

### F7/01/22 Precept 2022-2023

The Clerk explained the precept figures in the Finance Report. Based on the budget figures the Clerk advised it would be prudent to request an increase in the precept of 13.7% from last year. For a band D property for the year, residents will pay **£122.87** which is an annual increase of **£14.83** or a weekly increase of **£1.23** per month.

The rise reflects the investment the Council will make towards repairs to the Cloisters, and on-going maintenance of the Council assets.

The Council voted 7 to 1 for RECOMMENDATION to FULL COUNCIL 7 for and 1 against, no abstentions  
It was **RESOLVED** that the committee would **PROPOSE** to Council that the precept be set at giving a Band D house a council tax of £122.87

**F08/01/22 Councillors' reports and items for future agendas**

No items to report for future agendas

**F09/01/22 Date of the Next Meeting**

Councillors noted that the next meeting of the Finance Committee will be held in Appleby Public Hall Supper Room on **Monday 14<sup>th</sup> February 2022** at **6.45pm**.

**ALL**

**There being no further business the meeting closed at**

AT THE COUNCIL MEETING ON: **WEDNESDAY 19<sup>th</sup> January 2022**  
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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2021-22 Budget and Actual to date - January 2022

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 Jan-22	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	10,134	101,338	
Council Tax Reduction Scheme	1,656	138	138	138	138	138	138	138	138	138	138	1,380	
Recycling	1,400					700					700	1,400	
Shop Rentals	10,214	767	517	867	1,317	967	967	717	1,217	967	967	9,270	
Public Hall Lettings	4,850	270	240	430	890	505	840	1,465	1,170	1,070	895	7,775	
TIC Sales	25,000	236	830	1,379	2,165	1,137	2,217	832	2,414	1,282	1,052	13,545	
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										38	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	424	5,914	Refunds for Cloisters electricity & Public Hall wi-fi
EDC Grants	1,500	8,335				5,000						13,335	
Other Grants	2,000				1,183	730					4,996	6,909	CCC TIC Grant
Interest	100	3	3	5	8	6	4	11	6	6	6	58	
<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>17,771</b>	<b>17,563</b>	<b>19,350</b>	<b>180,098</b>	
<b>Moot Hall Building Refurbishment</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		59,657		119,315	
Moot Hall - EDC	40,000							20,000			11,234	31,234	Contribution towards ineligible building works
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>-</b>	<b>59,657</b>	<b>11,234</b>	<b>167,254</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>15,375</b>	<b>93,944</b>	<b>17,771</b>	<b>77,220</b>	<b>30,583</b>	<b>347,352</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 Nov-21	Actual Dec-21	Actual Jan-22	Actual YTD	
Salaries	80,000	7,317	7,502	7,568	7,644	8,260	7,037	7,772	8,166	7,183	6,113	74,562	
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	789	6,873	
Rates	6,500	593	587	460	460	460	226	224	224	224	224	3,682	
Water	4,900	108	133	284	2,163	189	243	73	352	171	224	3,940	
Telephone & Broadband	3,000	288	389	369	359	359	392	301	231	243	218	3,149	
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	85	2,759	
Cleaning and Refuse	10,500	890	54	1,796	876	1,058	930	51	1,857		1,007	8,519	
Insurance	7,000				6,172							6,172	
Licences and Compliance	2,000	496	53	109	494	55	381	187	92	55	90	2,011	
Subscriptions	500				438							438	
Professional Fees	2,500								1,392			1,392	
Training	500		595	20	30				177			842	
ICT	1,850	142	62	62	176	62	62	162	318	373		1,421	
Marketing & Advertising	800				1,366	276		280			125	2,047	
Quidditch Marketing	1,500						560	50	402			1,012	
Stationery & Printing	2,300			507	200	158	358	39	90	181	30	1,563	
Postage	150					9						9	
Refreshments	100						22			25		47	
Christmas Lights	2,000										2,073	2,073	
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	500	1,832	Donation to Appleby Grammar School's litter project
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	46	423	
Bank Charges	1,000	21	23	33	44	37	23	52	31	32	31	328	
Contingency	5,000	263	650	716	180	110	508	20			3,750	6,197	Quantity Surveyor costs for Cloisters building report
<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>18,711</b>	<b>11,092</b>	<b>15,306</b>	<b>147,990</b>	
<b>Moot Hall Refurbishment</b>													
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	31,621	232,437	
<b>Total Moot Hall Expenditure</b>	<b>323,705</b>	<b>9,522</b>	<b>14,647</b>	<b>-</b>	<b>1,307</b>	<b>-</b>	<b>-</b>	<b>88,357</b>	<b>65,125</b>	<b>78,955</b>	<b>31,621</b>	<b>257,913</b>	
<b>Total Expenditure</b>	<b>500,538</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>83,836</b>	<b>90,047</b>	<b>46,927</b>	<b>405,902</b>	