

# 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> March 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> MARCH 2022** at **6.45pm**.

Members of the public and press are invited to attend. Please contact the Clerk's office before midday on the 14<sup>th</sup> March.

Yours sincerely

*Sue Gilbertson*

Sue Gilbertson - Town Clerk

## FINANCE COMMITTEE 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 February 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. Other Reports

To report on The Cloisters building repair costs and grant application.

### 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 Supper Room on **Monday 11<sup>th</sup> April 2022** at **6.45pm**.

For the attention of all members of the Finance Committee:

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

Copies to all remaining members of the Council for information.

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Karen Lowthrop: Town Clerk  
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## FINANCE COMMITTEE MINUTES

FOR THE MEETING HELD IN THE SUPPER ROOM  
MONDAY 14<sup>TH</sup> FEBRUARY 2022 at 7.15

### Present:

Cllr P Davidson (Chairman)  
Cllr Curley  
Cllr Hayes (Mayor ex Officio)  
Cllr H Potts

### Also in attendance:

Cllr Connell  
Cllr Stephenson  
Cllr Kemp  
Cllr K Wignall  
Cllr M Dougherty  
Town Clerk  
Town Clerks Assistant  
S Gilbertson – Finance Manager

### F1/02/22 Apologies for Absence

Cllr F Potts – long term absence noted, Cllr Anderton, Cllr T Wignall, Cllr Chalmers

### F2/02/22 Declarations of Interest

Declarations of personal interest were received from Cllr Hayes and Cllr H Potts in respect of matters relating to AERG

### F3/02/22 Actions from the Previous Minutes

There were no outstanding items from previous minutes

### F4/02/22 Chairman's Report

No Chairman's report received in respect of this meeting

### F5/02/22 Management Accounts

The Clerk presented the Management Accounts for **January 2022**

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

### F6/02/22 The Moot Hall Project

The Finance Manager reported a delay in drawing down the next grant payment from Historic England due to the milestone for Claim 3 not being met by the builders. We have been able to manage the cashflow for this delay and claim now submitted with payment pending. The main body of work is due to be completed on the 28<sup>th</sup> of February. An application to EDC has been submitted for listed consent for the change of colour to the building.

### F7/02/22 Grant Applications

A grant application was considered from **Appleby Smarter**. It was **RECOMMENDED** that **£603.38** be awarded to Appleby Smarter from the Ingram Dawson Charity. Agreed by Trustees and Committee

A grant application was considered from **AERG** for £1,000. It was **RECOMMENDED** that **£1000** be awarded to AERG from the **Hannah Kennington Charity**. Agreed by Trustees and Committee

A grant application was considered from **Great North Air Ambulance** for **£250**. It was **RECOMMENDED** that **£500** was awarded to GNAA from the **Hannah Kennington Charity**. Trustees agreed an increase in the amount sought as a grant towards a new emergency service vehicle. Agreed by Trustees and Committee.

### F08/02/22 Councillors' reports and items for future agendas

Final Moot Hall costs will be presented at the next Finance Committee meeting.

ALL

Clerk

Assistant  
Clerk

Assistant  
Clerk

Assistant  
Clerk

Clerk

**F09/02/22 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> March 2022 at 6.45pm.**

**ALL**

**There being no further business the meeting closed at 7.38pm.**

AT THE COUNCIL MEETING ON: **WEDNESDAY 23 February 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 - February 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 Feb-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	10,134	111,472	
Council Tax Reduction Scheme	1,656	138	138	138	138	138	138	138	138	138	138	138	1,518	
Recycling	1,400					700					700		1,400	
Shop Rentals	10,214	767	517	867	1,317	967	967	717	1,217	967	967	717	9,987	
Public Hall Lettings	4,850	270	240	430	890	505	840	1,465	1,170	1,070	895	570	8,345	
TIC Sales	25,000	236	830	1,379	2,165	1,137	2,217	832	2,414	1,282	1,052	712	14,256	
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		39,255	48,532	
Other Income		500		2,529		406	195		860	1,000	424		5,914	
EDC Grants	1,500	8,335				5,000							13,335	
Other Grants	2,000				1,183	730					4,996	500	7,409	
Interest	100	3	3	5	8	6	4	11	6	6	6	4	62	
<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>52,030</b>	<b>232,128</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		21,213	140,528	
Moot Hall - EDC	40,000							20,000			11,234		31,234	
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>21,213</b>	<b>188,467</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>73,243</b>	<b>420,595</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 Feb-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	6,904	81,466
TIC Cost of Sales	12,000			3,085	283		810	2,808	931	1,090		2,605	11,612
Heating & Lighting	7,000	447	1,521	178	579	681	228	690	546	1,214	789	748	7,621
Rates	6,500	593	587	460	460	460	226	224	224	224	224	158	3,840
Water	4,900	108	133	284	2,163	189	243	73	352	171	224	340	4,281
Telephone & Broadband	3,000	288	389	369	359	359	392	301	231	243	218	235	3,385
Lift Contract	850							1,070	268			268	1,606
Building Repairs	15,000				1,234		1701	649	2316			1071	6,972
General Maintenance	1,000	134	43	14	274	90	52	36	127	140	85	13	1,008
Cleaning and Refuse	10,500	890	54	1,796	876	1,058	930	51	1,857		1,007	60	8,579
Insurance	7,000				6,172								6,172
Licences and Compliance	2,000	496	53	109	494	55	381	187	92	55	90	86	2,097
Subscriptions	500				438								438
Professional Fees	2,500								1,392				1,392
Training	500		595	20	30				177	20		230	1,072
ICT	1,850	142	62	62	176	62	62	162	318	373		62	1,484
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	87	1,650
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											960	960
Planting	500		50	150	105		7						312
Special Projects	7,256											1,730	Tree Festival (funded by EDC grant)
Mayor's Allowance	3,000	18	60		26	12	60	391	750	15	500	24	1,856
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	44	467
Bank Charges	1,000	21	23	33	44	37	23	52	31	32	31	25	354
Contingency	5,000	263	650	716	180	110	508	20			3,750		6,197
<b>Total Council Expenditure</b>	<b>184,089</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>15,652</b>	<b>161,911</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	340,701							88,357	65,125	78,955	31,621	23,297	287,355
<b>Total Moot Hall Expenditure</b>	<b>366,119</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>23,297</b>	<b>312,831</b>
<b>Total Expenditure</b>	<b>550,208</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>38,949</b>	<b>474,743</b>