

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office
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FINANCE COMMITTEE MINUTES

FOR THE MEETING HELD IN THE SUPPER ROOM
MONDAY 14TH MARCH 2022 at 6.45

Present:

Cllr Chalmers (Chairman)
Cllr Davidson (Vice Chair)
Cllr Hayes (Mayor ex Officio)
Cllr Anderton
Cllr Pape

Also in attendance:

Cllr M Dougherty
Cllr Kemp
Cllr Rooke
Cllr Stephenson
Cllr K Wignall
Town Clerk
Town Clerk's Assistant

F1/02/22 Apologies for Absence

Cllr F Potts – long term absence noted, Cllr Curley, Cllr H Potts, Cllr T Wignall

F2/02/22 Declarations of Interest

No personal declarations of interest were received

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 **February 2022**

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

ALL

F6/02/22 Moot Hall Building Repairs Project

The Clerk presented a breakdown of the anticipated final costs for the Moot Hall building repairs showing a projected underspend.

Clerk

F7/02/22 Cloisters Building Repairs Project

The Clerk presented a breakdown of the estimated repair costs for the West Cloister tower based on a survey and schedule of work produced by Crosby Grainer Architects. The Clerk confirmed that grant funding of £93,922 has been secured towards the cost of this work, but in order to take up this grant, work would have to start in the next few months and be completed by end of September latest, otherwise the grant would be lost. It was agreed by the Finance Committee and **RECOMMENDED** to Full Council that the projected shortfall of £36,000 be met from the Council's funds as follows:

Clerk

- | | |
|---------------------------------------|---------|
| • Projected Moot Hall underspend | £14,000 |
| • Underspend in Repairs Grant 2021-22 | £5,000 |
| • Repairs Grant 2022-23 | £17,000 |

F08/02/22 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 11th April 2022 at 6.45pm.**

ALL

There being no further business the meeting closed at 7.17pm.

AT THE COUNCIL MEETING ON: **WEDNESDAY 23 March 2022**
THE CHAIRMAN OF THE COMMITTEE WAS AUTHORISED BY THE
COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEIR
BEING A TRUE AND ACCURATE RECORD:



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	
Total Council Income	176,833	22,360	11,877	17,631	21,963	21,922	15,375	14,286	17,771	17,563	19,350	52,030	232,128	
Moot Hall Building Refurbishment														
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												-	
Total Moot Hall Income	335,335	10,000	-	-	-	6,705	-	79,658	-	59,657	11,234	21,213	188,467	
Total Income	512,168	32,360	11,877	17,631	21,963	28,627	15,375	93,944	17,771	77,220	30,583	73,243	420,595	

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
Total Council Expenditure	184,089	10,801	11,751	15,623	23,510	11,872	14,425	14,899	18,711	11,092	15,306	15,652	161,911
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	340,701							88,357	65,125	78,955	31,621	23,297	287,355
Total Moot Hall Expenditure	366,119	9,522	14,647	-	1,307	-	-	88,357	65,125	78,955	31,621	23,297	312,831
Total Expenditure	550,208	20,323	26,398	15,623	24,817	11,872	14,425	103,256	83,836	90,047	46,927	38,949	474,743