

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office
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Cumbria
CA16 6YB

12th April 2022

Dear Councillor,

Notice is hereby given, and you are summoned to attend the ordinary meeting of **Appleby-in-Westmorland Town Council** to be held on **WEDNESDAY 20th April 2022** at **7pm** in the Public Hall.

Members of the press and public are welcome to attend. Details about attending the meeting and how to comment on an agenda item are available on the Town Council Website.

Yours sincerely,

Sue Gilbertson

Sue Gilbertson - Town Clerk

A G E N D A

PART I

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. Minutes

- To approve and authorise the Chairman to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday, 23rd March 2022** as a true and accurate record.
- To approve and authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday, 11th April 2022** as a true and accurate record and the Council to resolve any recommendations.
- To approve and authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday, 11th April 2022** as a true and accurate record and the Council to resolve any recommendations.
- To approve and authorise the Chairman of the Meeting to sign the minutes of the **Property Committee** held on **Monday, 11th April 2022** as a true and accurate record and the Council to resolve any recommendations.

4. Public Participation

Receive any questions or representations which have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.

ADVICE NOTE: Members of the public may make representations, answer questions, and give evidence at a meeting that they are entitled to attend in respect of the business on the agenda.

The public must make a request **in writing** to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to **three minutes**. A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given (*duration: 15 minutes allowed*).

a) Receive public representations

The Chair will read out any questions, petitions or statements received in advance of the meeting from Members of the Public.

b) Receive reports from District and County Councillors

The Chair will invite any District and County Councillors present, to report to the meeting.

5. **Doomgate Culvert – Environmental Agency**

To receive an update about the planned Doomgate culvert works.

6. **Appleby Conservation Area Appraisal and Management Plan**

To receive the amended boundary plans for Appleby Conservation Area.

7. **Mayor’s Report**

To receive and note the Chairman’s Report and answer any Councillors’ questions.

8. **Clerk’s Report**

To receive and note the Clerk’s Report and answer any Councillors’ questions.

9. **Outside Body Reports**

To receive and note reports from Councillors who represent the Council on outside bodies.

10. **Schedule of Payments & Bank Transfers – March 2022**

To authorise the Chairman to sign the schedule for payments (invoices and salaries) and bank transfers for the month of March 2022.

11. **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.)

12. **Date of the Next Meeting and important additional dates**

To note that the next **Ordinary Meeting of the Council** will be held on **Wednesday 25th May** at **7pm** in the **Moot Hall**.

To note that:

- **Appleby Town Meeting** is to be held on **Wednesday 27th April at 7pm** in Appleby Public Hall.
- **Appleby Town Council Annual Meeting and Mayor Making** is to be held on **Wednesday, 4th May at 12 noon** in the Moot Hall followed by lunch in the Public Hall.
- **Local Elections** are taking place on **Thursday, 5th May**, with a polling booth located in Appleby Public Hall.
- **The Civic Service** is taking place on **Sunday, 8th May** in St Lawrences Church.
- **The Official Opening of the Moot Hall** is to be held on **Wednesday, 6th July**.

Private Section PART II

The following is exempt information as it relates to the financial or business affairs of any person (including the authority holding that information) and personal sensitive information relating to members of staff.

There are no items in this part of the agenda.

For the attention of all Councillors:

Chairman:	Cllr Hayes	Deputy Chairman:	Cllr Chalmers
Councillors:	Cllr Anderton	Cllr Kemp	Cllr Stephenson
	Cllr Connell	Cllr Pape	Cllr T Wignall
	Cllr Curley	Cllr F Potts	Cllr K Wignall
	Cllr Dougherty	Cllr H Potts	
	Cllr Davidson	Cllr Rooke	