

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office  
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Boroughgate  
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CA16 6YB

## 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 - 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>		