

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson: Town Clerk  
Telephone: 027683 51177  
Email: clerk@applebytown.org.uk  
Facebook: Appleby-in-Westmorland  
Twitter: @applebycouncil



www.applebytown.org

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

## FINANCE COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL MONDAY 16<sup>TH</sup> MAY 2022 at 6.45pm

### Present:

Cllr Davidson (Chairman)  
Cllr Hayes (Mayor ex Officio)  
Cllr Curley  
Cllr Pape

### Also in attendance:

Cllr Rooke  
Cllr Connell  
Cllr Kemp  
Cllr Stephenson (Deputy Mayor ex Officio)  
Town Clerk  
Town Clerk's Assistant

### F1/05/22 Apologies for Absence

Apologies received and accepted from Cllr Chalmers, Cllr Anderton, Cllr Wignall. Long term absence noted for Cllr F Potts .

### F2/05/22 Declarations of Interest

No personal declarations of interest were received.

### F3/05/22 Actions from the Previous Minutes

There were no outstanding items from previous minutes.

### F4/05/22 Chairman's Report

No Chairman's report received in respect of this meeting.

### F5/05/22 Management Accounts

The Clerk presented the Management Accounts for **April 2022**. The Management Accounts were agreed and accepted and **RECOMMENDED** to Full Council.

ALL

### F6/05/22 Year End Accounts

The Clerk reported Year End preparations are going well. Dodd & Co are currently reviewing the accounts and the Internal Auditor will be carrying out their annual internal audit at the end of May ahead of submitting the Council's AGAR report.

Clerk

### F7/05/22 Review of Banking Arrangements 2022-2023

It was **RECOMMENDED** to Full Council that all banking arrangements remain the same for the next Financial Year.

### F8/05/22 Review of Asset Register

The Clerk reported that she was currently carrying out a review of the Council's Asset Register to ensure it was up to date and accurate. It was agreed that the Asset Register would be reviewed at the next Finance Committee meeting in June.

Clerk

Cllr Davidson suggested that the Council should look into gaining a wedding license for the Moot Hall to generate more income. The Clerk will look into this request.

Clerk

### F9/05/22 Charity Accounts

The Clerk presented the annual accounts for both The Hannah Kennington and The Ingram Dawson Trust accounts, which showed that although £2,100 had been distributed to local charitable causes, the balances of both the accounts were still healthy at £12,647 and £10,000 respectively.

It was **RECOMMENDED** to Full Council to approve the accounts for both Trust accounts and submit them to the Charity Commission.

Clerk

Cllr Hayes mentioned that Mr & Mrs Coward who planted the shrubs around the two town signs were overdue their annual payment to reimburse them for the costs of the plants. It was agreed that a payment of £100 should be made to them from the Ingram Dawson Trust account.

Clerk

Cllr Pape reminded councillors of the Section 137 provision that all Parish Councils have, which could provide an additional source of grant funding for local charities. The Clerk will look into the terms of Section 137.

Clerk

**F10/05/22 Moot Hall Project**

The Clerk reported that we are awaiting the completion of the work on the snagging list before releasing the final payment to the building contractors. Some additional unexpected costs will be incurred, including the replacement of the both the TIC and retail unit carpets and some internal and external lighting, which were deemed as being not fit for purpose. The Clerk is hoping that some of these costs will be claimed back from the building contractors. The Council still has £20,000 of funding to draw down from EDC, representing the second half of their grant, which is expected to be paid before the end of May and the final Historic England grant, which can be claimed when the final building contractor's invoice is received.

Clerk

**F11/05/22 Councillors' reports and items for future agendas**

- Cllr Pape requested an explanation as to why the double-glazing windows in the Council Chamber had not been reinstalled. The Clerk will ask the Architect for an explanation and report back.
- Cllr Davidson asked for more promotion of the Public Hall and Moot Hall on the town website.

**F12/05/22 Date of the Next Meeting**

Councillors noted that the next meeting of the Finance Committee will be held in the Moot Hall on **Monday 13<sup>th</sup> June 2022 at 6.45pm.**

ALL

**There being no further business the meeting closed at 7.13pm.**

AT THE COUNCIL MEETING ON: **WEDNESDAY 25<sup>th</sup> May 2022**  
THE CHAIRMAN OF THE COMMITTEE WAS AUTHORISED BY THE  
COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEIR  
BEING A TRUE AND ACCURATE RECORD:

---