

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson: Town Clerk  
Telephone: 01763 51277  
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

## PROPERTY COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 11<sup>TH</sup> JULY 2022 at 7.58PM

### Present:

Cllr Anderton (Chairman)  
Cllr Chalmers  
Cllr Connell  
Cllr Pape  
Cllr H Potts  
Cllr Rooke

### Also, in attendance:

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

### PR1/07/22 Apologies for Absence

Apologies received and accepted from Cllr Curley, Cllr Dougherty, Cllr Hayes, and long-term absence from Cllr F Potts was noted.

### PR2/07/22 Declarations of Interest

Cllr Connell declared a personal interest in relation to any item on the agenda that relates to Cumbria County Council and Eden District Council.

### PR3/07/22 Actions from the Previous Minutes

- **Dowpitts Wood and Memorandum of Understand with Oaklea Trust:** The Clerk reported that safety work has been carried out on trees at Dowpitts Wood at a cost of £2,450 and that £1,000 has been received from the Percy Fawcett Charity towards these costs. The Clerk was still waiting to hear back from the Oaklea Trust regarding the MoU, so as yet nothing was happening at the woods.
- **Plague Stone:** Cllr Rooke reported that a quote for £400 has been received from H Pigney & Son to fit a secure cage fitted with armoured perspex to locate the Plague Stone outside the Moot Hall. It was **RECOMMENDED** to Full Council that the quote for the Cage be accepted
- **Civil Marriage License for Moot Hall:** The Clerk reported that no further arrangements have been made regarding this and it was agreed that a full cost and projected income analysis be brought to the committee before making any decisions.

Cllr Rooke  
& ALL

### PR4/07/22 Chairman's Report

Cllr Anderton thanked the Town Clerk, Council Administrator, Cllr Rooke and the TIC team for all their work organising the Moot Hall official opening and HAZ celebration event on 6<sup>th</sup> July. It was felt the event was a great success, and a wonderful opportunity for Appleby to showcase all the projects developed through the course of the HAZ project.

### PR5/07/22 Moot Hall & Cloisters Update

The outstanding work on the Moot Hall snagging list has been completed satisfactorily.

The Clerk and Cllr Anderton, the Property Chair are due to attend a building progress meeting for the Cloisters on Tuesday 19<sup>th</sup> July. Cllr Stephenson raised concerns about the tight timescale of the project and the Clerk reassured the Committee that the builders were fully aware of the timescale restraints when they accepted the contract and that the road closure is due to expire on 19<sup>th</sup> August, which means the scaffolding will have to be down by this date. The architects have also issued assurances that they are confident that the contract will run on time.

**PR6/07/22 Review of Council's Policy for Tenancies**

The Clerk reported that there was no Standing Order regarding the policy and process for how to deal with bids on the leasing of Council owned properties. After a lengthy discussion, it was agreed that in future, bids received should go to the Property Committee for review and recommendation and then to Full Council to be approved. The Clerk will look at the Standing Orders to amend them accordingly, but also recommended that the Council should review their policy of asking for sealed bids, as it was not fit for purpose.

Clerk

It was agreed that the Clerk would look into getting market values for each of the Council's rented properties. Cllr Connell suggested the Council might be able to get a template policy from CALC on renting out properties.

Clerk

Clerk

**PR7/07/22 Councillors' reports and items for future agendas**

- **Market Arcade Toilets Cleaning Contract:** The Clerk reported two tenders for the MAT Cleaning Contract had been received. One from the current contractor, Urbaser, and one from a local company Clean Eden. Although both tenders were a considerable increase to that of the current contract, Clean Eden's quote came in £150 less each month than Urbaser.  
*Cllr H Potts declared a personal interest in relation to Clean Eden and left the meeting at 8.29pm*  
Cllr Chalmers requested that we should seek confirmation that there would be no issues regarding the transfer of undertakings (TUPE) regarding Urbaser staff should they lose the contract. It was **RECOMMENDED** to Full Council that the Clean Eden proposal be accepted, subject to confirmation about TUPE and once references have been received.
- **Insurance:** The Clerk reported that although two quotes had been received for the Council insurance, it had been decided to stay with Zurich for another year, as they were still the cheaper option by £3k.

The Clerk &  
Cllr Curley  
Full Council

**PR8/07/22 Date of the Next Meeting**

Councillors noted that the next meeting of the Property Committee would be held in the Moot Hall on **Monday 12<sup>th</sup> September 2022** at **7.15pm** or upon the rising of the Finance Committee.

**There being no further business the meeting closed at 8.37pm**

AT THE COUNCIL MEETING ON: **WEDNESDAY 20<sup>th</sup> July 2022**

THE CHAIRMAN OF THE MEETING WAS AUTHORISED BY THE -  
COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEM  
BEING A TRUE AND ACCURATE RECORD:

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