

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson: Town Clerk
Telephone: 017683 51177
Email: clerk@applebytown.org.uk
Facebook: Appleby-in-Westmorland
Twitter: @applebycouncil



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 17TH OCTOBER 2022 at 6.45pm

Present:

Cllr Chalmers (Chairman)
Cllr Davidson (Vice-Chair)
Cllr Anderton
Cllr Pape
Cllr H Potts

Also in attendance:

Cllr Connell
Cllr Kemp
Cllr Rooke
Cllr Stephenson
Town Clerk
Clerk's Assistant

F1/10/22 Apologies for Absence

Apologies received and accepted from Cllr Curley, Cllr Hayes. Long term absence for Cllr F Potts was noted.

F2/10/22 Declarations of Interest

Cllr Anderton declared a personal interest in item 10, due to being a member of ACAT.

F3/10/22 Actions from Previous Minutes

There were no outstanding items from previous minutes.

F4/10/22 Chairman's Report

There was no Chairman's report in respect of this meeting.

F5/10/22 Management Accounts

The Clerk presented the Management Accounts for **September 2022**. It was noted that the costs of the statutory external audit had doubled from last year, with no pre-warning. Cllr Anderton asked the Clerk to enquire about the Rural Payments Agency, as it is possible this allowance could be phased out next year.

The Management Accounts for September 2022 were agreed and accepted and **RECOMMENDED** to Full Council.

F6/10/22 Cloisters Building Repair Project

The Clerk reported that all Phase 1 (West Cloisters) payments have now been made, however the final grant payment from EDC is still outstanding, but payment is expected to be made at the end of the week.

The total cost of the repairs to the East and Central Cloisters is projected to be in the region of £161,000. The first payment to the contractors has been paid, which necessitated having to transfer the £40,000 Norben Trust grant from the Cumberland Reserves to the Barclays current account.

The Clerk reported that as yet, she had been unable to submit a claim to draw down funding from EDC as we are the first recipients of the Inspiring Eden grant and there is currently no claim form available, but she has been assured this will be ready in the next few days.

F7/10/22 Half Year Budget Projections

The Chairman reported that income is currently projected to be around £18,500 above budget, which is mainly due to all the Council's shop units being let out and increased Public Hall rental income. However, the expenditure is projected to be over budget by around £22,000. This is mainly due to the major increase in energy costs and the permanent appointment of the Council's apprentice to the position of Admin Assistant, which had not been budgeted for. The Council's gas and electricity are supplied through a contract with Cumbria County Council. Although, they have assured us that they secured the best possible prices on the market, which are fixed for the financial year, it does mean that the projected costs for utilities this financial year is expected to be around £11,000 more than budgeted for. The Clerk assured Committee that staff were doing everything possible to save on heating and lighting in all buildings. Cllr Pape asked whether the fans in the Public Hall roof were used to keep all the heating circulating, the Clerk is going to check with the Public Hall Caretaker how regularly these are used.

ACTION

Clerk

All

Clerk

Cllr Davidson reported that she had been through the Council's accounts and praised the Clerk and Admin Assistant for the organised way the finance is conducted and filed. Cllr Anderton thanked them both for the time spent producing the half year projections, as she knows they have put a lot of time and effort into getting everything together.

F8/10/22 Updating and Validation of Barclays Key Officials and Signatories

The Clerk reported that for security reasons, the information held on file for the Council by Barclays Bank needs to be updated and validated, including the Councillors who are setup on the bank mandate. The Clerk will be emailing all Councillors affected in due course, to let them know what action needs to be taken.

Clerk

F9/10/22 Public Hall Room Letting

The Admin Assistant, along with Cllr Anderton and Cllr Davidson, have carried out some market research to assess the hire charges of a range of community halls in the local area. It was found that the costs vary greatly between venues, but overall it was felt that the current hire charges for the Public Hall were about right. However, it was **agreed** that some of the longstanding users of the Hall who had been paying the same charge for a number of years would need to be re-negotiated.

Clerk

The Clerk reported there had been a couple of complaints regarding the charge for Saturday coffee morning users and asking if the Supper Room could be provided free of charge, as these were run in aid of local causes. It was **agreed** by Committee that the current hire charge should be continued, as it helped to go towards the Council's overheads of running a coffee morning (ie. heating and lighting caretaker costs for setting up/cleaning, and the administration costs for bookings, etc).

Cllr Stephenson highlighted that the Public Hall has always run at a deficit, but suggested it would be interesting to know the cost of running the hall for just one hour, to see how appropriate the hire charges are. Cllr Chalmers agreed this would be a good exercise.

Clerk

F10/10/22 Grant Applications

The committee considered the grant application from Appleby Community Acting Together for the sum of £2,000, towards this year's town Christmas lights. The Council has funded the Christmas lights in previous years, but it had been proposed last year when setting Council budgets, that the lights should be funded this year from one of the charity accounts.

Cllr Stephenson raised concerns regarding how long the lights would be left on for this year. Cllr Anderton confirmed that the lights are being switched on 25th Nov and that they had been left on for longer than usual the past two years by public demand to brighten up town over Covid lockdowns and she was confident that they would be on for less time this year, but would mention this at the next ACAT committee meeting.

Cllr Pape asked the Clerk to investigate the provision of Section137 grants and see whether this can be implemented into the budget for future years to help towards Christmas lights.

Clerk

It was **agreed** that the Trustees of the Ingram Dawson Charity meet and discuss the grant application on behalf of ACAT.

**Cllr Pape
& Cllr
Anderton**

F11/10/22 Councillors' reports and items for future agendas

There were no reports or items.

F12/10/22 Date of the Next Meeting

Councillors noted that the next meeting of the Finance Committee will be held in the Moot Hall on **Monday 14th November 2022 at 6.45pm.**

All

There being no further business the meeting closed at **7.44pm.**

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