

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office
Moot Hall, Boroughgate
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Cumbria
CA16 6YB

16th March 2023

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 22nd March 2023** at **7pm** in the Moot Hall.

Members of the press and public are welcome to attend. Please contact the Clerk's office before midday on the 22nd March.

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. 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*).

Receive public representations

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

4. Minutes

- To approve and authorise the Chairman to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 22nd February 2023** 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 13th March 2023** as a true and accurate record and the Council to resolve recommendations as follows:

- That Cllr Pamela Davidson be appointed as Chair of the Finance Committee and Cllr Paula Heap be appointed to the Finance Committee as Deputy Chair.
- To accept the Management Accounts for February 2023.
- To remove Cllr Hayes and add Cllr Curley as signatories on the Hannah Kennington Charity account.
- To apply for a Barclays debit card with a limit of £500 to pay for incidental purchases which can't be paid by invoice.
- To accept the updated Financial Regulations as circulated to Councillors.
- To approve expenditure of up to £4,000 for the installation of the cast iron fingerposts and noticeboards. This amount represents 50% of the estimated cost of carrying out the work supplied by

CCC. The Clerk proposed that a sum of £2,000 could be applied for from the Ingram Dawson Charity account towards these costs.

- To approve and authorise the Chairman of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 13th March 2023** as a true and accurate record and the Council to resolve any recommendations.

To approve and authorise the Chair to sign the following policies:

- Community Engagement Policy
 - Media Policy
 - Privacy Policy
 - Document Retention Policy
 - Fire Safety Policy
- To approve and authorise the Chairman of the Meeting to sign the minutes of the **Property Committee** held on **Monday 13th March 2023** as a true and accurate record and the Council to resolve any recommendations.

5. District and County Councillors Reports

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

6. Police Report

To receive and note the Police Report and answer any Councillors' questions.

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. Nominations for Mayor for the Civic Year Commencing May 2023

To receive and resolve nominations for Mayor for the civic year commencing in May 2023.

10. Local Parish Council Elections – May 2023

To discuss the process for completion and submission of nomination papers for Council Elections in May.

11. Proposed reorganisation of Meetings

To discuss and approve reorganising some aspects of Council meetings.

12. Outside Body Reports

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

13. Schedule of Payments & Bank Transfers – February 2023

To authorise the Chairman to sign the schedule for payments (invoices and salaries) and bank transfers for the month of **February 2023** for £17,303.36.

14. 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.)

15. Date of the Next Meeting and important additional dates

To note that the next **Ordinary Meeting of the Council** will be held on **Wednesday 19th April 2023** at **7pm** in the **Moot Hall**.

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:

Deputy Chair:	Cllr Stephenson	
Councillors:	Cllr Anderton	Cllr Kemp
	Cllr Connell	Cllr Pape
	Cllr Curley	Cllr Potts
	Cllr Davidson	Cllr Rooke
	Cllr Heap	