

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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## Finance Committee Minutes

For the meeting held in the Moot Hall

**Monday 13<sup>th</sup> May 2024 at 7.29pm**

### Present:

Cllr Chalmers (Chair)      Cllr Heap  
Cllr Anderton              Cllr Pape  
Cllr Davidson (Ex-officio)

### Also in attendance:

Cllr Kemp                      Cllr Railton  
Cllr Hilsden                  Cllr Rooke  
Town Clerk and Clerk's Assistant

### F1/05/24 Apologies for Absence

Apologies received from Cllr Curley and Cllr Potts.

### F2/05/24 Declarations of Interest

There were no declarations of interest to report.

### F3/05/24 Actions from the Previous Minutes

Any actions from the previous minutes are covered by the agenda items.

### F4/05/24 Chairman's Report

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

### F5/05/24 Management Accounts

The Chair presented the Management Accounts for April 2024. The Clerk confirmed that the Precept has been received in full.

It was noted that the amount showing in Building Repairs is for work that took place in the previous financial year, so will be going through on last year's accounts. The Heating and Lighting costs are currently slightly lower than predicted. The first invoice for the Platinum Playground has been paid and all grant funding has now been received, with the exception of a small percentage of the grant received from W&F, which will be paid once the project is completed.

The Management Accounts for April 2024 were accepted and **RECOMMENDED** to Full Council.

### F6/05/24 Year End Accounts

The Year End Accounts have been completed by the Clerk and Accountant and are showing a surplus. The Internal Audit is booked in for the beginning of June and after that the AGAR statement will be prepared and submitted to the External Auditors. Cllr Chalmers suggested using any surplus funds from last year for additional building repairs. Cllr Pape suggested it should be kept as an emergency amount for any urgent work that arose.

### F7/05/24 Financial Regulations for 2024-25 and Appointment of Responsible Financial Officer

The Clerk highlighted that the Financial Regulations are overdue in being presented to Council. This is because all Councils had been told to holdoff, as a new version of the regulations was being

written. This has taken longer than expected, and the new Financial Regulations will be presented to Council when published.

The Financial Regulations for 2024-25 were accepted and **RECOMMENDED** to Full Council.

It was agreed to appoint Sue Gilbertson as the Responsible Financial Officer for 2024-25. This was accepted and **RECOMMENDED** to Full Council.

#### **F8/05/24 Direct Debit and Regular Payments 2024-25**

Cllr Anderton asked about the cost of the most recent Corona Energy bills for gas. The Clerk explained the payment in April was for gas used in February, and during the warmer months the monthly gas cost will decrease.

The Direct Debits and Regular Payments schedule for 2024-25 was accepted and **RECOMMENDED** to Full Council.

#### **F9/05/24 CALC/NALC Subscription**

The cost of the CALC/NALC subscription came to £528.75. It was noted that although the cost is substantial, the benefits outweigh the cost, and NALC can be very helpful when advice is required.

The CALC/NALC subscription for 2024-25 was accepted and **RECOMMENDED** to Full Council.

#### **F10/05/24 Appointment of Internal Auditor and Accountants**

It was agreed to appoint Jean Airey as the Internal Auditor for 2024-25. This was accepted and **RECOMMENDED** to Full Council.

It was agreed to appoint Dodd & Co as the Accountants for 2024-25. This was accepted and **RECOMMENDED** to Full Council.

#### **F11/05/24 Councillors' reports and items for future agendas**

There were no items for future agendas.

#### **F12/05/24 Next Meeting**

To note that the next meeting of the Finance Committee will be on **Monday 10<sup>th</sup> June 2024** at **7.15pm**, or at the rising of the Planning and General Purposes Committee in the Moot Hall.

There being no further business, the meeting closed at 7.43pm.

At the Council Meeting held on **Wednesday 22<sup>nd</sup> May 2024**, the Chairman of this meeting was authorised by the Committee to sign these minutes, to confirm they're being a true and accurate record:

*Cllr Chalmers*

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