

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Caroline Dodgeon: 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 ON MONDAY 14TH JANUARY 2019 at 6.45pm

Report 1

Present:

Cllr Mrs Anderton
Cllr Connell
Cllr Pape (**Vice Chair**)
Cllr F Potts
Cllr H Potts
Cllr Rooke (*Mayor ex officio*)

Also in attendance:

Cllr Hayes
Cllr Stephenson

F1/01/19 Apologies for Absence

Apologies for absence were received from Cllr Chalmers, Cllr Curley and Cllr Mrs Dixon-Dougherty in respect of this meeting.

F2/01/19 Declarations of Interest

Cllr Connell declared a personal interest in any items on the agenda that relate to Cumbria County Council and Eden District Council. Cllr Mrs Anderton and Cllr F Potts declared a personal interest with regard to the application for a grant from Appleby Primary School.

F3/01/19 Actions from the Previous Minutes

There were no outstanding actions from the previous minutes in relation to this meeting.

F4/01/19 Chairman's Report

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

F5/01/19 Management Accounts

The Clerk presented the Management Accounts for December 2018. Cllr Stephenson asked what monies were being allocated to building repairs next year. The Clerk advised that that would depend in part on if the council decide to increase the precept and other budget commitments, any unallocated funds are committed to the building repairs budget. Cllr Stephenson also asked about the Eden District Council grant towards the cost of the Tourist Information Centre. The Clerk advised that as previously agreed with the District Council the grant would reduce by 25% next year to £4,500 as per devolution of services.

F6/01/19 Precept 2019 - 2020

The Clerk explained that the first table in the Finance Report shows how much additional funding would have been generated had the Council increased the Precept by 2 % each year for the last 5 years. Accumulatively this would have totalled £22,463. The Clerk also explained that the second table shows how much funding each % increase would generate this year and also how this would increase the amount per household. Cllr H Potts stated that is would have been a good idea to have increased the precept by a small amount in previous years. Cllr Rooke proposed that the Council increase the precept by 6% which would equate to 1% per year. This was seconded by Cllr Mrs Anderton but the motion was not carried. Cllr H Potts prosed that an increase of 5% would be more acceptable to the council tax payers and this was seconded by Cllr Pape. This motion was carried by 4 votes to 2. It was **RECOMMENDED** that the precept be increased by 5%. The £5253 that the increase will generate will be ring fenced and only used for building repairs. The 5% increase is the equivalent to a 1% rise over the last 5 years and will mean an overall increase of £4.60 per year (for a Band D property).

F7/01/19 Eden District Council: Devolution of Services Funding

ACTION

Clerk

A handwritten signature in black ink, appearing to be 'C. Pape'.

The Clerk advised that there have been significant delays in the transfer of assets to the Council. These delays are mainly due to Eden District Council's legal department and some delays due to getting repairs completed. Following Cllr Mrs Greenwood's question to the Executive Committee it is understood that it is intended to reduce the funding of asset transfers in 2019 – 2020 to 75%. Cllr Connell advised that he would contact the Chief Executive Officer to discuss the matter. It was also suggested that the Clerk contact Kirkby Stephen, Alston and Penrith Council's to see if they had similar issues. It was **RECOMMENDED** that should 100% fund not be available for the 1st year of when an asset transfers the Council will accept no further transfers.

F8/01/19 Grass Cutting: Approaches to the Town

The Clerk advised that retrospective funding was no longer a consideration. Cllr Connell advised that Cumbria County Council had agreed to take responsibility for the grass cutting at the Long Marton approach to Appleby. Cllr H Potts asked if a letter of thanks could be sent to Mr and Mrs Coward who have undertaken the planting for several years. It was agreed that Cllr Rooke would draft a thank you letter.

Cllr
Rooke

F9/01/19 Grant Applications

A grant application was considered from the Great North Air Ambulance Service. It was **RECOMMENDED** that £250 be awarded to the Great North Air Ambulance Service from the Charity of Mrs Hannah Kennington (Deceased).

Assistant
Clerk

A grant application was considered from Eden Timebank. It was agreed that Cllr Connell would see if funding was available from Cumbria County Council, however, should such funding not be forth coming it was **RECOMMENDED** that £160 be awarded to the Eden Timebank from the Dorothy Chapman Trust.

Assistant
Clerk

A grant application was considered from Appleby Primary School. It was **RECOMMENDED** that £400 be awarded to the Appleby Primary School from the Dorothy Chapman Trust.

Assistant
Clerk

F10/01/19 Councillors' reports and items for future agendas

There were no Councillors' reports and items for future agendas raised in respect of this meeting.

F11/01/19 Date of the Next Meeting

Councillors noted that the next meeting of the Finance Committee will be held in the Moot Hall on **Monday 11th February 2019 at 6.45pm.**

ALL

There being no further business the meeting closed at 7.15pm

AT THE COUNCIL MEETING ON: **WEDNESDAY 23RD JANUARY 2019**

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



Report 2

**Appleby in Westmorland Town Council
Management Accounts - Summary January 2019 - Target % = 83%**

	January		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Income							
Precept				104444.00		104444.00	100
Council Tax Reduction Scheme				1534.00		1534.00	100
Recycling				700.00		1400.00	50
Interest		7.34		215.69		200.00	108
Grants Received				2064.16		0.00	0
Planting				0.00		300.00	0
Flood Relief Fund				0.00		0.00	0
Other Income				0.00		0.00	0
Rents		1627.00		16920.00		19000.00	89
Fair Hill				3450.00		3450.00	100
RPA				2846.36		2200.00	129
Wayleaves				37.88		38.00	100
Letting Fees - Coffee Mornings		150.00		1290.00		1560.00	83
Letting Fees - Mini Markets				565.00		300.00	188
Letting Fees - Concerts/Cinema		157.88		1125.85		1000.00	113
Letting Fees - Club Events		1162.00		5484.00		4000.00	137
Letting Fees - Fair Week				960.00		300.00	320
Letting Fees - Private Functions		130.00		540.00		0.00	0
Letting Fees - Other				1353.00		2000.00	68
PV Income				1395.59		1700.00	82
TIC Sales		1333.97		26475.21		29000.00	91
EDC Grant				6000.00		6000.00	100
Footway Lighting				1723.00		1693.00	102
Play Areas				0.00		1150.00	0
Seats				0.00		1295.00	0
Market				0.00		1217.00	0
Broadclose Toilets				0.00		16630.00	0
Broadclose Carpark							
Grass Cutting							
Land & Trees							
Football Pitch							
Returnable Deposits							
Total Income		4568.19		179323.74		200411.00	89
Cost of Sales							
Horse Fair				2568.39		23000.00	
Books				871.33			
Maps				1198.17			
Postcards and Cards				293.71			
Toys and Gifts		971.36		5490.05			
Videos and DVDs				0.00			
Packaging				71.88			
Appleby Castle Tours				0.00			
SoR Stock		4428.26		7312.16			
Float							
Summer Pudding Ticket Sales							
Total Cost of Sales		5399.62		17805.69		16000.00	111
TIC Gross Profit on Sales		-4065.65		8669.52		12500.00	69
Overheads							
Salaries	6655.27		72542.46		77255.00		94
Stationery	34.84		2242.18		2600.00		86
Heating and Lighting	-354.65		3944.61		7170.00		55
Minor R & R	695.66		5413.71		4400.00		123
Telephone & Broadband	147.36		1962.37		2400.00		82
Postage	1.26		113.66		150.00		76
Cleaning and Refuse	930.16		8462.54		13020.00		65
Insurance			6375.50		6477.00		98
Licences and Compliance	126.00		1999.93		2180.00		92
Professional Fees			3060.00		2500.00		122
Rates	443.00		5359.75		5625.00		95
Water	427.03		2736.78		5420.00		50

	January		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Training			130.00		650.00		20
Subscriptions	25.28		452.95		650.00		70
Advertising	315.00		586.80		1450.00		40
Election			0.00		0.00		0
Marketing			0.00		0.00		0
Credit Card Machine Charges	31.59		335.25		250.00		134
Printing			537.00		0.00		0
Audit			600.00		960.00		63
Mayors Allowance	86.59		3021.59		2845.00		106
Grants			1000.00		2000.00		50
Christmas Lights			2000.00		2000.00		100
Computer - Hardware			48.00		450.00		11
Computer - Software			371.22		650.00		57
Returnable Deposits					240.00		0
Lift Contract			850.00		850.00		100
Building Repairs			22142.37		6534.00		339
Flood / Insurance			0.00		0.00		0
Planting			393.57		300.00		131
Bus Shelter					400.00		
Catering	8.02		197.23		200.00		99
Bank Charges	36.70		475.59		800.00		0
Footway Lighting	196.66		1173.58		1723.00		68
Play Areas			0.00		1150.00		0
Seats			0.00		1295.00		0
Market			0.00		1217.00		0
Broadclose Toilets			0.00		16630.00		0
Broadclose Car Park							
Grass Cutting							
Land & Trees							
Football Pitch							
Contingency			0.00		3000.00		0
Total Overheads	9805.77		149196.64		175441.00		85
Total Expenditure	15205.39		167002.33		191441.00		87

Bank Accounts and Cash Closing Balances January 2019

Barclays Current	£ 4,813.95
Barclays Saver	£ 56,898.99
PO	
Cumberland (Reserves)	£ 70,907.93
Clerk's Petty Cash	£ 91.08
PH Petty Cash	
TIC Petty Cash	£ 69.92
	£132,781.87

Balances 31st January 2019

Creditors	£ 1,744.14
Debtors	£ 7,468.58

Appleby in Westmorland Town Council

Management Accounts - Town Council - January 2019 - Target % =83%

	January		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Town Council Income							
4000 - Precept				36635.00		36635.00	100
4001 - Council Tax Reduction Scheme				1534.00		1534.00	100
4002 - Recycling				700.00		1400.00	50
4003 - Interest		7.34		215.69		200.00	108
4004 - Grants Received				2064.16		0.00	0
4005 - Planting				0.00		300.00	0
4006 - Flood Relief Fund				0.00		0.00	0
4099 - Other Income				0.00		0.00	0
Total Town Council Income		7.34		41148.85		40069.00	103
Town Council Overheads							
7000 - Salaries	1984.91		18894.54		26418.00		72
7001 - Stationery	13.66		1158.43		1600.00		72
7002 - Heating and Lighting	80.10		785.52		1000.00		79
7003 - Minor R & R	108.56		424.18		1000.00		42
7004 - Telephone & Broadband	63.76		844.22		1200.00		70
7005 - Postage			50.81		100.00		51
7006 - Cleaning and Refuse			50.41		200.00		25
7007 - Insurance			2070.13		2100.00		99
7008 - Licences and Compliance	35.00		898.99		550.00		163
7009 - Professional Fees			1740.00		1500.00		116
7010 - Rates	189.50		2215.75		1700.00		130
7011 - Water	13.99		189.89		250.00		76
7012 - Training			80.00		500.00		16
7013 - Subscriptions	25.28		452.95		650.00		70
7014 - Advertising	315.00		354.30		0.00		125
Election			0.00		0.00		0
7016 - Audit			120.00		460.00		26
7017 - Mayors Allowance	86.59		3021.59		2845.00		106
7018 - Grants			1000.00		2000.00		50
7024 - Christmas Lights			2000.00		2000.00		100
7019 - Computer - Hardware			3.00		250.00		1
7020 - Computer - Software			371.22		250.00		148
7021 - Planting			393.57		300.00		131
7022 - Catering	2.95		33.40		100.00		33
7199 - Contingency			0.00		2000.00		0
7901 - Bank Charges	36.70		475.59		800.00		0
Total Town Council	2956.00		37628.49	0.00	49773.00		76

Appleby in Westmorland Town Council
Management Accounts - Property -January 2019 - Target % = 83%

	January		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Property Income							
4102 - Rents		1627.00	16920.00		19000.00		89
4103 - Fair Hill			3450.00		3450.00		100
4104 - RPA			2846.36		2200.00		129
4105 - Wayleaves			37.88		38.00		100
Total Property Income		1627.00	23254.24		24688.00		94
Property Overheads							
7200 - Salaries	308.38		5769.00		2700.00		214
7201 - Heating and Lighting			0.00		150.00		0
7202 - Minor R and R	296.00		1175.44		1500.00		78
7203 - Cleaning and Refuse			0.00		500.00		0
7204 - Insurance			1182.93		1200.00		99
7205 - Licence and Compliance			0.00		200.00		0
7206 - Professional Fees			1320.00		1000.00		132
7207 - Rates			0.00		0.00		0
7208 - Water	21.44		21.44		400.00		5
7209 - Audit			120.00		100.00		120
7210 - Building Repairs			13878.10		6534.00		212
7211 - Advertising			212.50		300.00		71
7213 - Bus Shelter			284.00		400.00		
7214- Flood / Insurance			0.00				0
Total Property	625.82		23963.41		14984.00		160

**Appleby in Westmorland Town Council
Management Accounts - Public Hall -January 2019- Target % = 83%**

	January		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Public Hall Income							
4200 - Precept				16712.00		16712.00	100
4202 - Letting Fees - Coffee Mornings		150.00		1290.00		1560.00	83
4203 - Letting Fees - Mini Markets				565.00		300.00	188
4204 - Letting Fees - Concerts/Cinema		157.88		1125.85		1000.00	113
4205 - Letting Fees - Club Events		1162.00		5484.00		4000.00	137
4206 - Letting Fees - Fair Week				960.00		300.00	320
4207 - Letting Fees - Private Functions		130.00		540.00		0.00	
4208 - Letting Fees - Other				1353.00		2000.00	68
4209 - PV Income				1395.59		1700.00	82
4210 - Grants Received				0.00			0
4211 - Returnable Deposits				200.00			0
Total Public Hall Income		1599.88		29625.44		27572.00	107
Public Hall Overheads							
7400 - Salaries	1883.61		15351.62		13072.00		117
7401 - Stationery			69.98		0.00		0
7402 - Heating and Lighting	-514.85		2331.44		3500.00		67
7403 - Minor R and R			3016.09		1000.00		302
7404 - Telephone and Broadband	19.84		234.07		200.00		117
7405 - Postage			0.00		0.00		0
7406 - Cleaning and Refuse	219.75		1238.07		1000.00		124
7407 - Insurance			1939.51		1950.00		99
7408 - Licence and Compliance	91.00		791.62		750.00		106
7409 - Lift			850.00		850.00		100
7410 - Rates	64.00		636.00		700.00		91
7411 - Water	248.74		1907.17		3000.00		64
7413 - Advertising			0.00		650.00		0
7414 - Marketing			0.00		0.00		0
7415 - Audit			120.00		200.00		60
7416 - Computer - Hardware			0.00		0.00		0
7417 - Computer - Software			0.00		200.00		0
7418 - Returnable Deposits			100.00		0.00		0
7599 - Contingency			0.00		500.00		0
Total Public Hall	2012.09		24610.57		27572.00		89

**Appleby in Westmorland Town Council
Management Accounts - TIC -January 2019 - Target % = 83%**

	January		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
TIC Income							
4401 - Precept				24643.00		24643.00	100
4403 - Sales		1333.97		26475.21		29000.00	91
4404 - EDC Grant				6000.00		6000.00	100
Total TIC Income		1333.97		57118.21		59643.00	96
TIC Cost of Sales							
5000 - Horse Fair				1937.67			
5001 - Books				1280.87			
5002 - Maps				1419.35			
5003 - Postcards and Cards				293.71			
5004 - Toys and Gifts	971.36			5490.05			
5005 - Videos and DVDs				0.00			
5006 - Packaging				71.88			
5007 - Appleby Castle Tours				0.00			
5008 - SoR Stock	4428.26			7312.16			
5012 - Float				0.00			
5013 -Summer Pudding Ticket Sales				0.00			
Total Cost of Sales	5399.62		17805.69		16000.00		111
TIC Gross Profit on Sales		-4065.65		10419.46		12500.00	83
TIC Overheads							
7600 - Salaries	1983.97		28808.48		34471.00		84
7601 - Stationery	21.18		1013.77		1000.00		101
7602 - Heating and Lighting	80.10		827.38		1000.00		83
7603 - Minor R and R	9.37		66.67		200.00		33
7604 - Telephone and Broadband	63.76		884.08		1000.00		88
7605 - Postage	1.26		62.85		50.00		126
7606 - Cleaning and Refuse	2.08		90.76		200.00		45
7607 - Insurance			1182.93		1167.00		101
7608 - Licencing and Compliance			309.32		370.00		84
7610 - Rates	189.50		1896.00		1695.00		112
7611 - Water	14.00		189.91		150.00		127
7612 - Training			50.00		150.00		33
7613 - Credit Card Machine Charges	31.59		335.25		250.00		134
7614 - Marketing			0.00		500.00		0
7615 - Advertising			20.00				
7616 - Audit			240.00		200.00		120
7617 - Comupter - Hardware			45.00		200.00		23
7618 - Computer - Software			0.00		200.00		0
7619 - Printing			537.00		240.00		224
7620 - Catering	5.07		163.83		100.00		164
7799 - Contingency			0.00		500.00		0
Total TIC Overheads	2401.88		36723.23		43643.00		84
Total Expenditure	7801.50		54528.92		59643.00		91

**Appleby in Westmorland Town Council
Management Accounts - MA Toilets -January 2019 - Target % = 83%**

	January		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
MA Toilets Income							
Precept				16790.00		16790.00	100
Total Property Income		0.00		16790.00		16790.00	100
MA Toilets Overheads							
- Salaries			659.46		930.00		71
- Heating and Lighting			0.00		1520.00		0
- Minor R and R	281.73		731.33		700.00		104
- Cleaning and Refuse	708.33		7083.30		10120.00		70
- Insurance			0.00		60.00		0
- Licence and Compliance			0.00		310.00		0
- Rates			612.00		1530.00		0
- Water	128.86		128.86		1620.00		8
Total Property	1118.92		9214.95		16790.00		55

**Appleby in Westmorland Town Council
Management Accounts - Services - January 2019 - Target % = 83 %**

	January		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Services Income							
- Precept				9664.00		9664.00	100
Footway Lighting				1723.00		1723.00	100
Play Areas				0.00		1150.00	0
Seats				0.00		1295.00	0
Market				0.00		1217.00	0
Broadclose Toilets				0.00		16630.00	0
Broadclose Car Park				0.00		0.00	0
Grass Cutting				0.00		0.00	0
Land & Trees				0.00		0.00	0
Football Pitch				0.00		0.00	0
Total Public Hall Income		0.00		11387.00		31679.00	36
Services Overheads							
- Salaries	494.40		3059.36		9664.00		32
Footway Lighting	196.66		1173.58		1693.00		0
Play Areas			0.00		1150.00		0
Seats			0.00		1295.00		0
Market			0.00		1217.00		0
BroadClose Toilets			0.00		16630.00		0
Broadclose Car Park			0.00				0
Grass Cutting			0.00				0
Land & Trees			0.00				0
Football Pitch			0.00				0
Total Public Hall	691.06		4232.94		31649.00		13



**COMMUNITY-POWERED
EMERGENCY CARE**

Great North Air Ambulance
Northumberland Wing
The Imperial Centre
Grange Road
Darlington DL1 5NQ

T: 01325 487 263
F: 01325 489 819

Report 3

Ms Caroline Dodgeon
Town Clerk
Appleby-In-Westmoreland Town Council
Town Clerks Office
Moot Hall
Boroughgate
APPLEBY-IN-WESTMORELAND
CA16 6XE

Our Reference: 23797

18 January 2019

Dear Ms Dodgeon

I am writing on behalf of The Great North Air Ambulance Service (GNAAS) to thank Appleby-In-Westmoreland Town Council for supporting our charity with a grant of £250.00.

Your grant will have an impact on the lives of people across the region; people such as Steven Higgins, who was flown to hospital by the charity following a serious crash on the A66. Steven was assessed and treated by the GNAAS trauma team, then transferred to James Cook University Hospital in Middlesbrough, where he spent two weeks in intensive care and three months in hospital. Steven said: "I would be dead without GNAAS. It's a brilliant charity."

Last year we were called out 1072 times across our region. To enable us to continue to provide this service, we must raise more than £5m every year. We couldn't be there for people like Steven without the generosity of the communities we serve and greatly appreciated grants such as yours.

If you would like to contact us about your donation, please call 01325-487263 or visit www.gnaas.com

Again, thank you for your continued support, we couldn't do it without you.

Yours sincerely

Jonny Harrison
On behalf of Great North Air Ambulance Service

Privacy Notice

Our up to date Privacy Policy is published on our website at <https://www.greatnorthairambulance.co.uk/privacy-policy/>, and you can update your contact preferences by calling 01325 487263, emailing info@greatnorthairambulance.co.uk or completing the contact preferences form on our website.



Eden Timebank Limited
C/O Kirkby Stephen Local Links
Vicarage Lane
Kirkby Stephen
CA17 4QX
Mobile: 07419372882

Email: edentimebank@yahoo.co.uk
Web: www.timebank.org.uk

Eden Timebank

Report 4

Dear Caroline.

On behalf of our committee and Timebank members, I would like to thank the Town Council for the grant of £160. We are very grateful for your support.

Yours sincerely
Beryl Eden
Secretary
Eden Timebank



St Lawrence's Church Appleby in Westmorland

Thank you Thank you Thank you

Dear Appleby Town Council

I am writing on behalf of everyone who reads the Heart of Eden Newsletter to thank you most sincerely for your continued support and generous contribution to the cost of running this vital community asset.

Thanks to your help we can continue to provide news and features for the whole of our area.

With every good wish

Jenny Morgan and the PCC of Appleby.