



FINANCE COMMITTEE MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON MONDAY 13TH MAY 2019 at 6.45pm

Report 1

Present:

Cllr Mrs Anderton
Cllr Chalmers (**Chair**)
Cllr Connell
Cllr Curley
Cllr Mrs Dixon-Dougherty (*Mayor ex officio*)
Cllr Pape (**Vice Chair**)

Also in attendance:

Cllr Hayes
Cllr Miss Hutchinson
Cllr Stephenson

Prior to the meeting commencing Cllr Curley made and signed his Declaration of Acceptance of Office which was duly witnessed by the Town Clerk.

It was also unanimously that until the full Council Meeting on Wednesday 22nd May 2019 all Committee membership and Chairmanship would remain the same.

F1/05/19 Apologies for Absence

Apologies for absence were received from Cllr F Potts, Cllr H Potts & Cllr Rooke in respect of this meeting.

F2/05/19 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.

F3/05/19 Actions from the Previous Minutes

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

F4/05/19 Chairman's Report

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

F5/05/19 Management Accounts

The Clerk presented the Management Accounts for April 2019. Cllr Chalmers asked if the funding issues with regard to the devolution of services had been resolved with Eden District Council and whether this had been reflected in the budget. The clerk advised that funding for assets transferred this financial year would be at 100%, followed by 2 subsequent years at 75%, then 0. The budget will require amendment to reflect this as the figures included are based on the 75% originally anticipated. Cllr Stephenson stated that during the next few years the Council would need to make arrangements to secure funding to continue the delivery of services.

F6/05/19 Internal Auditors Report for 2018 - 2019

The Clerk advised that an Internal Audit for the financial year ending on 31st March 2019 had been completed by the Council's Internal Auditor Mrs Jean Airey on Wednesday 8th May 2019. There were no matters arising. It was **RECOMMENDED** that the Internal Auditors Report 2018 – 2019 be accepted. Cllr Chalmers thanked the Town Clerk and her team for the work required in the preparation of the year end accounts.

F7/05/19 Annual Return for the Financial Year Ending 31st March 2019

The Clerk presented the Annual Governance and Accountability Return 2018 / 2019 Part 3 Section 1 Annual Governance Statement 2018 – 2019 and it was **RECOMMENDED** that the statement be approved by the Council. The Clerk presented the Annual Return Section 2 Accounting Statements 2018 – 2019 and it was **RECOMMENDED** that the Statement be approved by the Council.

F8/05/19 Annual Accounts 2018 - 2019

ACTION
Clerk

The Clerk presented the Annual Accounts 2018 – 2019 and it was **RECOMMENDED** that they be approved by the Council. The accounts show a surplus in the year of £12,069, reserves of £115,202 and current assets of £54,996.

F9/04/19 Councillors' reports and items for future agendas

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

F10/05/19 Date of the Next Meeting

Councillors noted that the next meeting of the Finance Committee will be held in the Moot Hall on **Monday 10th June 2019 at 6.45pm.**

ALL

F11/05/19 Exclusion of the Press and the Public

Cllr Connell proposed and Cllr Mrs Anderton seconded the **RESOLUTION** to exclude the Press and the Public from the meeting in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, while the following business was transacted.....

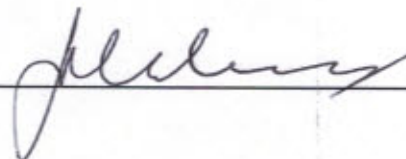
F12/05/19 East Cloisters: Sealed Bid

The Clerk advised that a sealed bid had been received for East Cloisters from Patrick James Solutions who fully understood the reasons behind the 12 month lease. Cllr Mrs Dixon – Dougherty stated that she would have preferred a retail business but understood that there would be limited appeal for such a short lease. Cllr Mrs Anderton said that it would be better for the town to have the premises occupied rather than left vacant. Cllr Connell proposed and seconded by Cllr Pape the **RECOMMENDATION** that the Council accept the sealed bid received from Patrick James Solutions based on a 12 month lease only.

There being no further business the meeting closed at 7.00pm

AT THE COUNCIL MEETING ON: **WEDNESDAY 22ND MAY 2019**

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



Appleby in Westmorland Town Council
Management Accounts - Summary -May 2019 - Target % = 17 %

	May		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Income							
Precept				110307.00		110307.00	100
Council Tax Reduction Scheme				1800.00		1800.00	100
Recycling				0.00		1400.00	0
Interest		7.85		14.90		200.00	7
Grants Received				0.00		0.00	0
Planting				0.00		400.00	0
Flood Relief Fund				0.00		0.00	0
Other Income		795.00		795.00		0.00	0
Rents		1647.00		3524.00		19524.00	18
Fair Hill				0.00		3450.00	0
RPA				0.00		2200.00	0
Wayleaves				0.00		38.00	0
Letting Fees - Coffee Mornings		120.00		270.00		1560.00	17
Letting Fees - Mini Markets		80.00		140.00		500.00	28
Letting Fees - Concerts/Cinema		63.00		284.32		700.00	41
Letting Fees - Club Events		707.00		1399.00		5000.00	28
Letting Fees - Fair Week				650.00		950.00	68
Letting Fees - Private Functions				0.00		0.00	0
Letting Fees - Other		495.00		605.00		1500.00	40
PV Income				0.00		1700.00	0
TIC Sales		2620.36		5049.64		30000.00	17
EDC Grant		4500.00		4500.00		4500.00	100
Footway Lighting				1270.00		1270.00	100
Play Areas				0.00		863.00	0
Seats				0.00		971.00	0
Market				0.00		913.00	0
Broadclose Toilets				0.00		12473.00	0
Broadclose Carpark				0.00			
Grass Cutting				0.00			
Land & Trees				0.00			
Football Pitch				0.00			
Returnable Deposits				0.00			
Total Income		11035.21		141644.07		202219.00	70
Cost of Sales							
Horse Fair	35.00		35.00			160000.00	
Books	174.54		252.24				
Maps			37.76				
Postcards and Cards	156.00		156.00				
Toys and Gifts	603.97		1675.46				
Videos and DVDs			0.00				
Packaging	7.80		7.80				
Appleby Castle Tours			0.00				
SoR Stock	796.09		845.09				
Float							
Summer Pudding Ticket Sales							
Total Cost of Sales	1773.40		3009.35			16000.00	19
TIC Gross Profit on Sales		846.96		2040.29		12500.00	16
Overheads							
Salaries	7837.91		15879.24		84930.00		19
Stationery	161.10		267.54		2000.00		13
Heating and Lighting	537.01		1214.62		6170.00		20
Minor R & R			399.81		5480.00		7
Telephone & Broadband	281.09		435.64		2250.00		19
Postage	10.68		32.44		150.00		22
Cleaning and Refuse	899.90		1833.51		10500.00		17
Insurance			0.00		6450.00		0
Licences and Compliance	185.18		443.06		2660.00		17
Professional Fees			240.00		2000.00		12
Rates	593.05		1172.57		6030.00		19
Water	909.63		1191.97		4850.00		25
Training			0.00		650.00		0
Subscriptions	21.06		445.71		600.00		74

	May		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Advertising	120.00		120.00		850.00		14
Election			0.00		1150.00		0
Marketing			0.00		500.00		0
Credit Card Machine Charges	35.00		35.00		333.00		11
Printing			0.00		850.00		0
Audit	200.00		200.00		700.00		29
Mayors Allowance	73.71		73.71		2865.00		3
Grants			0.00		2000.00		0
Christmas Lights			0.00		2000.00		0
Computer - Hardware			0.00		500.00		0
Computer - Software			0.00		500.00		0
Returnable Deposits			0.00		0.00		0
Lift Contract			0.00		850.00		0
Building Repairs			0.00		17874.00		0
Flood / Insurance			0.00		0.00		0
Planting			0.00		400.00		0
Bus Shelter			0.00		200.00		0
Catering	28.14		64.65		150.00		43
Bank Charges	17.00		91.50		600.00		0
Footway Lighting			0.00		977.00		0
Play Areas			0.00		863.00		0
Seats			0.00		971.00		0
Market			0.00		913.00		0
Broadclose Toilets			0.00		12473.00		0
Broadclose Car Park							
Grass Cutting							
Land & Trees							
Football Pitch							
Contingency			0.00		3000.00		0
Total Overheads	11910.46		24140.97		186239.00		13
Total Expenditure	13683.86		27150.32		202239.00		13

Bank Accounts and Cash Closing Balances 31st May 2019

Barclays Current	£	8,273.81
Barclays Saver	£	136,199.81
PO	£	-
Cumberland (Reserves)	£	77,528.79
Clerk's Petty Cash	£	91.53
TIC Petty Cash	£	16.47
	£	222,110.41

Balances 31st May 2019

Creditors	£	3,362.26
Debtors	£	1,823.61

**Appleby in Westmorland Town Council
Management Accounts - Town Council - May 2019 - Target % =17%**

	May		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Town Council Income							
4000 - Precept				44547.00		44547.00	100
4001 - Council Tax Reduction Scheme				1800.00		1800.00	100
4002 - Recycling				0.00		1400.00	0
4003 - Interest		7.85		14.90		200.00	7
4004 - Grants Received				0.00		0.00	0
4005 - Planting				0.00		400.00	0
4006 - Flood Relief Fund				0.00		0.00	0
4099 - Other Income		795.00		795.00		0.00	0
Total Town Council Income		802.85		47156.90		48347.00	98
Town Council Overheads							
7000 - Salaries	2046.83		4050.23		23000.00		18
7001 - Stationery	14.01		99.59		1000.00		10
7002 - Heating and Lighting	103.69		236.57		1000.00		24
7003 - Minor R & R			397.73		500.00		80
7004 - Telephone & Broadband	118.18		185.46		1050.00		18
7005 - Postage	1.97		19.83		50.00		40
7006 - Cleaning and Refuse			0.83		100.00		1
7007 - Insurance			0.00		2100.00		0
7008 - Licences and Compliance	67.60		67.60		750.00		9
7009 - Professional Fees			240.00		1000.00		24
7010 - Rates	194.00		387.45		1910.00		20
7011 - Water			14.14		180.00		8
7012 - Training			0.00		500.00		0
7013 - Subscriptions	21.06		445.71		600.00		74
7014 - Advertising	100.00		100.00		0.00		0
Election			0.00		1150.00		0
7016 - Audit	50.00		50.00		200.00		25
7017 - Mayors Allowance	73.71		73.71		2865.00		3
7018 - Grants			0.00		2000.00		0
7024 - Christmas Lights			0.00		2000.00		0
7019 - Computer - Hardware			0.00		250.00		0
7020 - Computer - Software			0.00		250.00		0
7021 - Planting			0.00		400.00		0
7022 - Catering	1.35		5.99		50.00		12
7199 - Contingency			0.00		2000.00		0
7901 - Bank Charges	17.00		91.50		600.00		0
Total Town Council	2809.40		6466.34	0.00	45505.00		14

Appleby in Westmorland Town Council
Management Accounts - Property -May 2019 - Target % = 17%

	May		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Property Income							
4102 - Rents		1647.00		3524.00		19524.00	18
4103 - Fair Hill				0.00		3450.00	0
4104 - RPA				0.00		2200.00	0
4105 - Wayleaves				0.00		38.00	0
Total Property Income		1647.00		3524.00		25212.00	14
Property Overheads							
7200 - Salaries	317.24		630.07		5000.00		13
7201 - Heating and Lighting			0.00		150.00		0
7202 - Minor R and R			0.00		1500.00		0
7203 - Cleaning and Refuse			0.00		250.00		0
7204 - Insurance			0.00		1200.00		0
7205 - Licence and Compliance			0.00		200.00		0
7206 - Professional Fees			0.00		1000.00		0
7207 - Rates			0.00		0.00		0
7208 - Water	36.41		36.41		400.00		9
7209 - Audit	50.00		50.00		100.00		50
7210 - Building Repairs			0.00		17874.00		0
7211 - Advertising			0.00		200.00		0
7213 - Bus Shelter			0.00		200.00		0
Total Property	403.65		716.48		28074.00		3

**Appleby in Westmorland Town Council
Management Accounts - Public Hall -May2019 - Target % = 17%**

	May		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Public Hall Income							
4200 - Precept				17620.00		17620.00	100
4202 - Letting Fees - Coffee Mornings		120.00		270.00		1560.00	17
4203 - Letting Fees - Mini Markets		80.00		140.00		500.00	28
4204 - Letting Fees - Concerts/Cinema		63.00		284.32		700.00	41
4205 - Letting Fees - Club Events		707.00		1399.00		5000.00	28
4206 - Letting Fees - Fair Week				650.00		950.00	68
4207 - Letting Fees - Private Functions				0.00		0.00	0
4208 - Letting Fees - Other		495.00		605.00		1500.00	40
4209 - PV Income				0.00		1700.00	0
4210 - Grants Received				0.00			0
4211 - Returnable Deposits				0.00			0
Total Public Hall Income		1465.00		20968.32		29530.00	71
Public Hall Overheads							
7400 - Salaries	1524.89		3148.94		16000.00		20
7402 - Heating and Lighting	329.62		741.47		2500.00		30
7403 - Minor R and R			0.00		1500.00		0
7404 - Telephone and Broadband	39.61		59.60		200.00		30
7406 - Cleaning and Refuse	177.34		400.38		1000.00		40
7407 - Insurance			0.00		1950.00		0
7408 - Licence and Compliance	50.00		307.88		1000.00		31
7409 - Lift			0.00		850.00		0
7410 - Rates	65.00		130.57		680.00		19
7411 - Water	81.64		335.71		2500.00		13
7413 - Advertising			0.00		650.00		0
7415 - Audit	50.00		50.00		200.00		25
7416 - Computer - Hardware			0.00		0.00		0
7417 - Computer - Software			0.00		0.00		0
7418 - Returnable Deposits			0.00		0.00		0
7599 - Contingency			0.00		500.00		0
Total Public Hall	2318.10		5174.55		29530.00		18

**Appleby in Westmorland Town Council
Management Accounts - TIC -May 2019 - Target % = 17%**

	May		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
TIC Income							
4401 - Precept				26643.00		26643.00	100
4403 - Sales		2620.36		5049.64		30000.00	17
4404 - EDC Grant		4500.00		4500.00		4500.00	100
Total TIC Income		7120.36		36192.64		61143.00	59
TIC Cost of Sales							
5000 - Horse Fair	35.00		35.00				
5001 - Books	174.54		252.24				
5002 - Maps				37.76			
5003 - Postcards and Cards	156.00		156.00				
5004 - Toys and Gifts	603.97		1675.46				
5005 - Videos and DVDs				0.00			
5006 - Packaging	7.80		7.80				
5007 - Appleby Castle Tours				0.00			
5008 - SoR Stock	796.09		845.09				
5012 - Float				0.00			
5013 -Summer Pudding Ticket Sales				0.00			
Total Cost of Sales	1773.40		3009.35		16000.00		19
TIC Gross Profit on Sales		846.96		2040.29		12500.00	16
TIC Overheads							
7600 - Salaries	3441.59		6921.36		35000.00		20
7601 - Stationery	147.09		167.95		1000.00		17
7602 - Heating and Lighting	103.70		236.58		1000.00		24
7603 - Minor R and R			2.08		100.00		2
7604 - Telephone and Broadband	123.30		190.58		1000.00		19
7605 - Postage	8.71		12.61		100.00		13
7606 - Cleaning and Refuse	14.23		15.64		150.00		10
7607 - Insurance			0.00		1200.00		0
7608 - Licencing and Compliance	67.58		67.58		400.00		17
7610 - Rates	194.00		387.45		1910.00		20
7611 - Water	16.69		30.82		150.00		21
7612 - Training			0.00		150.00		0
7613 - Credit Card Machine Charges	35.00		35.00		333.00		11
7614 - Marketing			0.00		500.00		0
7615 - Advertising	20.00		20.00		0.00		0
7616 - Audit	50.00		50.00		200.00		25
7617 - Comupter - Hardware			0.00		250.00		0
7618 - Computer - Software			0.00		250.00		0
7619 - Printing			0.00		850.00		0
7620 - Catering	26.79		58.66		100.00		59
7799 - Contingency			0.00		500.00		0
Total TIC Overheads	4248.68		8196.31		45143.00		18
Total Expenditure	6022.08		11205.66		61143.00		18

**Appleby in Westmorland Town Council
Management Accounts - MA Toilets - May 2019 - Target % = 17%**

	May		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			0.00		930.00		0
- Heating and Lighting			0.00		1520.00		0
- Minor R and R			0.00		1880.00		0
- Cleaning and Refuse	708.33		1416.66		9000.00		16
- Insurance			0.00		0.00		0
- Licence and Compliance			0.00		310.00		0
- Rates	140.05		267.10		1530.00		0
- Water	774.89		774.89		1620.00		48
Total Property	1623.27		2458.65		16790.00		15

**Appleby in Westmorland Town Council
Management Accounts - Services -May 2019 - Target % = 17 %**

	May		Totals		Budget		%
	Debit	Credit	Debit	Credit	Debit	Credit	
Services Income							
Precept				4707.00		4707.00	100
Footway Lighting				1270.00		1270.00	100
Play Areas				0.00		863.00	0
Seats				0.00		971.00	0
Market				0.00		913.00	0
Broadclose Toilets				0.00		12473.00	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		5977.00		21197.00	28
Services Overheads							
Salaries	507.36		1128.64		5000.00		23
Footway Lighting			0.00		977.00		0
Play Areas			0.00		863.00		0
Seats			0.00		971.00		0
Market			0.00		913.00		0
BroadClose Toilets			0.00		12473.00		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	507.36		1128.64		21197.00		5