

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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## **A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE WAS HELD IN THE MOOT HALL ON MONDAY APRIL 2<sup>nd</sup> 2007 AT 7.15 pm**

Present :            Chairman            I Potts  
                         Vice Chairman     A Connell  
                         Councillors        AK Morgan  
                                             Mrs E Langan  
                                             HR Potts  
                                             J Pape  
                                             PR Elliott  
                                             F Harland  
                                             S Rooke (*until 9pm*)  
                                             Mrs C Patterson (*until 9pm*)  
                                             KJ Budding (R.F.O.)  
                                             CK Duncan  
Apologies :        Mrs M Clowes  
                                             Mrs A Potts

### **F1/04/07      APOLOGIES FOR ABSENCE**

Apologies were received by the Chairman.

### **F2/04/07      DECLARATIONS OF INTEREST**

None.

### **F3/04/07      FINANCIAL REPORT**

This month's report was presented to Councillors by the RFO, Cllr Budding, and noted. This included :

The March financial report was not yet complete and would be brought to full Council on April 11. The Audit Commission required ATC's Annual Return by May 24 so this would be brought to the Annual Meeting of the Council on May 9 for approval following internal audit.

A letter had been received from ATC's land agent to confirm that the grazing licence for Fair Hill had been signed.

A saving of £450 vs last year's overall ATC insurance bill had been achieved as a result of amendments. The policy did not include any loss of no-claims cover for Councillors or Officers using their own vehicles on council business so the RFO was asked to check what this would cost and ascertain any mileage limitations.

The RFO reminded Members that they had previously approved that the majority of ATC funds be kept in their highest interest (national savings) account. He was currently seeking approval to open a new account with HSBC to separate TIC monies from ATC funds and it was **AGREED** that this account could be opened but was not to be used until further discussion at full Council on April 11. The Clerk was asked to add this item to her agenda. Discussion took place regarding TIC's who also traded to offset their costs. The RFO was asked to bring information from ATC's Internal Auditor to Council and Cllr Morgan would speak to EDC and the Cockermouth Town Clerk for further information.

The RFO desire to set up separate PAYE and VAT accounts for the TIC would also be discussed at full Council. All signatories would be as per ATC accounts.

ACTION

**RFO**

**Clerk**

**KM**

The RFO presented three quotations for property surveys as previously agreed by Council. **RESOLVED** to recommend to Council that the quotation from Binney Associates be accepted on the basis that this price included the Moot Hall, Public Hall and Cloisters, plus both Crosses.

Members discussed the Percy Fawcett Charity administered by EDC since 1974 with funds left for the Borough of Appleby.

**RESOLVED** to recommend to Council that the RFO write to EDC's Community & Economy Committee to ask them to consider returning the funds back to ATC's control.

Following ATC's joining the NFU, it was confirmed that the NFU had submitted this year's SPS grant application to the RPA on their behalf.

English Heritage were due to visit ATC on April 20 and the RFO invited any Members who wished to join him.

Cumbria Tourism had confirmed receipt of ATC's expression of interest (see previous minutes), which would be considered in conjunction with other TIC's in this area as a combined bid for funds.

Members discussed a draft referendum format (see previous minutes) compiled by the RFO and it was confirmed that the Post Office would be happy to host the box for returns as an independent collection point. Several amendments to the form were proposed and noted by the RFO. It was **AGREED** that all Members would email any further amendments so that the RFO could bring his latest version to full Council on April 11 for further consideration. An agenda item had been added so that residents who attended the Annual Town Meeting on April 23 could be consulted on any changes to the TIC and Council Chamber, prior to a full consultation using this referendum form planned for May. Timings would need to be co-ordinated with print deadlines for the Parish Newsletter to ensure all residents were reached. Forms would be numbered to prevent any duplicated entries.

Members thanked Cllrs Budding, Duncan and Pape for all their work on the Risk Assessments recently completed by their Working Party. The RFO reported he had received input from the Clerk and TIC Manager and was awaiting comments from the PH Manager. A copy of the resultant Action Plan would be emailed to all Members by the RFO.

#### **F4/04/07 CHAIRMAN'S REPORT AND COUNCILLORS' QUESTIONS**

The Chairman Cllr I Potts gave his report, which was noted. This included :

A reminder of a recent letter from CCC's Head of Community entitled **Building Stronger Local Government in Cumbria** (see last minutes) stating the County Council's desire to meet with the Town Council in an informal session following their bid for Unitary status. Members had discussed the timing of such a meeting in relation to any outcome on CCC's Unitary bid.

**RESOLVED** that the clerk organise this meeting for the earliest possible date now that CCC had been given an amber light by the Government to work up their bid to proceed to the consultation stage of the process.

**RESOLVED** that in future the Clerk includes, at the end of each of her monthly email of Planning Application comments to EDC, a request that a copy of any Licensing Applications for the centre of Appleby be sent to ATC for their information.

**RESOLVED** that Cllr I Potts meet with Cllr Pape after the meeting to discuss current Moot Hall email and internet connection problems since transferring to Talktalk and that expert advice be sought as necessary.

**RESOLVED** that Cllr Budding, as Chair of the TIC Working Party, invite Cllr Mrs Patterson to the next WP meeting to discuss items from the Joint Fair WP Media Group.

**RESOLVED** that Cllr H Potts ask Mr Swinscoe to remove the Sports Hall fundraising thermometer from the Moot Hall gable end ASAP.

RFO

RFO

Clerk

Clerk

IP/JP

KB

HP

**F5/04/07 APPLEBY CARNIVAL COMMITTEE GRANT REQUEST**

**RESOLVED** to recommend to Council that the sum of **£250** be donated from the **Hannah Kennington fund** towards the carnival running costs.

**RFO**

**F6/04/07 EDC "PROMOTING EDEN" SCHEME 2007-08**

Members considered a letter from EDC inviting applications for this scheme, with a deadline for applications of April 30. Cllr I Potts reported that he had been asked by the Chamber of Trade & Community Association to apply on their behalf for a grant of **£1,220** towards the cost of a proposed musical event to be held in the Public Hall during the September 7-9 Heritage Weekend. He hoped the Council would endorse the Chamber of Trade & Community Association's grant application.

**RESOLVED** to recommend to Council that this application be submitted to EDC by Cllr I Potts on the Chamber of Trade & Community Association's behalf and endorsed by ATC.

**IP**

**F7/04/07 POLLING CARDS**

Members discussed whether (in the event of the District Council election being uncontested) the Town Council wished to use Polling Cards for their May 3 election (at a cost of approximately 25p-30p per polling card, with 2,461 Electors the cost could be **£738.30**) (any request by the Clerk for cards had to be received by EDC in writing by **April 4** so a decision was needed before the next full Council meeting due on April 11).

**RESOLVED** that Polling Cards NOT be requested and that, in the event of a Town Council election (ie: if more candidates than the 16 seats), it will be each Candidate's responsibility to publicise his or her own election campaign to encourage Electors to vote. The normal poster publicity would also be issued by EDC and ATC to alert all residents that an election was taking place on May 3 at the Public Hall.

**F8/04/07 CORRESPONDENCE (for information / recommendation to Council)**

The Mayor had received a letter from Appleby Chamber of Trade & Community Association regarding the proposed river bank planting in October by Primary School students of daffodils spelling the name of Appleby.

**RESOLVED** to recommend to Council that this be enthusiastically endorsed by ATC, with the suggestion that photographs be taken soon to ascertain where the current daffodil bulbs are located, while they are in flower and visible.

**SR**

**F9/04/07 CALC ROADSHOW**

Members were reminded that the Cumbria Association of Local Councils (CALC) would be bringing their Roadshow to Appleby for all Councillors and the Clerk to attend on the following evening, at 7pm in the Supper Room. The Mayor hoped all Members would attend. Apologies had so far been received from Cllr Pape and Cllr Mrs Clowes.

**ALL**

**F10/04/07 EXCLUSION OF PRESS AND PUBLIC**

Not necessary, since the next item had to be deferred due to the awaited information not yet being available.

**F11/04/07 ANNUAL REVIEW OF STAFF SALARIES**

It had previously been **RESOLVED** to recommend to Council that the outcome of national negotiations between NALC and the unions be awaited, before reviewing staff salaries. This item had therefore been deferred from the F&GP meeting on March 5.

Unfortunately this information was still not available as negotiations were as yet not completed. The Clerk was asked to add an agenda item to the April 30 F&GP agenda.

**Clerk**

**F12/04/07 NEXT MEETING**

Members noted that the next ordinary meeting of the Finance & General Purposes Committee would be held on **Monday April 30<sup>th</sup> at 7.45pm** in the Moot Hall, **or upon the rising of the Planning Committee.**

**ALL**

There being no further business, **the meeting closed at 9.40 pm.**