

# 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 OCTOBER 1<sup>st</sup> 2007 AT 7.55 pm

### MINUTES OF PART ONE

Committee Members Present : [in alphabetical order]	Chairman	I Potts
	Vice Chairman	HR Potts
	Councillors	KJ Budding
		PR Elliott
		Mrs C Patterson
		S Rooke
		LH Thwaytes
Apologies from Committee Members :	Councillors	Mrs E Langan
		J Pape
Copies to all remaining Members of Council for information, <i>some of whom were in attendance at this Committee Meeting in an advisory capacity.</i>		

#### F1/10/07 APOLOGIES FOR ABSENCE

Apologies were received by the Chairman on the Committee's behalf.

#### F2/10/07 MINUTES OF LAST MEETING

Members **AGREED** that minutes of the last meeting of the Finance & General Purposes Committee, held on Monday September 3<sup>rd</sup> 2007, were a true and accurate record. The Chairman was authorised to sign them as such. Recommendations contained in these minutes were considered for adoption by Council on September 12<sup>th</sup> 2007.

#### F3/10/07 DECLARATIONS OF INTEREST

None were received.

#### F4/10/07 CHAIRMAN'S REPORT AND COUNCILLORS' QUESTIONS

The Chairman's report was received and noted. The Clerk was asked to invite Mr Simon Sjenitzer, Strategy Director at Cumbria Vision, to join the committee's December meeting and to add an agenda item for Mr Sjenitzer to explain what Cumbria Vision could do for Appleby.

The Clerk was asked to include on the committee agenda for November an item for extensive budget discussions re. 2008-09 and to note the Chairman, Cllr I Potts', apologies due to a prior engagement. The Vice Chairman, Cllr H Potts, would chair that meeting.

#### F5/10/07 RFO'S REPORT

The RFO's Report was received and noted, including explanation of a revised financial control sheet in preparation for the potential change to charitable status for Council-owned property.

#### F6/10/07 EXPENDITURE RECOMMENDED BY WORKING PARTIES

None this month.

ACTION

**IP**

**Clerk**

**Clerk**

**F7/10/07 GRANT APPLICATIONS**

**RECOMMEND** to Council that grant applications from Eden Citizens Advice Bureau, Miss CA Holder/Mrs A Wallbank and Listening Books be deferred until the March agenda of this committee. The RFO was asked to write to all three organisations to reiterate the Council's policy of considering grant applications twice annually in line with best practice and to inform applicants that their requests would be considered in March. The Clerk was asked to add an agenda item to the March 3 meeting.

**RFO**  
**Clerk**

Cllr Rooke declared a prejudicial interest in the Listening Books grant application and stated he would leave the room if that was discussed. As this application had not been added to the agenda no discussion took place, other than to defer it until March along with the other two applications which had appeared on the agenda.

**F8/10/07 JOINT WORKING PARTY FOR TOWN WEBSITE**

**RECOMMEND** to Council that a Joint Working Party be formed, comprising three Members of the Town Council and three Members of the Chamber of Trade & Community Association, in order to apply for funds to build a new website for the town incorporating space for both organisations to display relevant material.

The Clerk was asked to include an agenda item for full Council on October 10 in order to nominate three Members to represent ATC on this Joint Working Party and to then add this new Working Party to the Council's W.P. list.

**Clerk**

**F9/10/07 HANDLING OF THE COUNCIL'S CORRESPONDENCE**

**RECOMMEND** to Council that the Clerk continue to include specific items of correspondence in her Council or Committee agendas as appropriate, in line with best practice and to ensure subsequent decisions were lawful.

**Clerk**

**F10/10/07 AVAILABILITY TO THE PUBLIC OF COUNCIL & COMMITTEE MINUTES**

**RECOMMEND** to Council that all minutes continue to be available to the public via the T.I.C., the Library and the website, in addition to email copies posted and emailed out to all attendees, together with the press and local organisations.

**Clerk**

The RFO was asked to obtain a price for a larger, waterproof noticeboard for outside the Moot Hall, in order to display Council and Committee minutes in addition to the current display of agendas. The Clerk was asked to include this item in the next Planning agenda.

**RFO**

**Clerk**

**F11/10/07 CORRESPONDENCE** (for information / recommendation to Council)

**RECOMMEND** to Council that a letter from EDC regarding their review of polling districts and polling places be noted.

**F12/10/07 EXCLUSION OF THE PRESS AND PUBLIC**

Members **RESOLVED** that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the minutes for the remainder of this meeting would not be available to the press and public since while the following items of business were discussed it was necessary to protect (a) employees personal information (minute 13 and 14) and (b) Moot Hall security (minute 15). *There were no press or public in attendance at the meeting at this point.*

**F13/10/07 ANNUAL GOVERNMENT REVIEW OF LEGAL MINIMUM WAGE**

**RECOMMEND** that payment of the Legal Minimum Wage be automatically approved for any employee below the threshold, wherever it is appropriate that it be paid, in line with Government legislation, as it is increased each year.

## **F14/10/07 CONTRACTS OF EMPLOYMENT**

Members considered work completed by Cllrs Budding and Elliott on Contracts of Employment for all paid staff, other than the Clerk, whose Contract had recently been renewed.

Minutes of this item are not for publication under the Public Bodies (Admission to Meetings) Act 1960. A signed pink confidential Part Two minute will be retained on file in the Clerk's Office for Councillors reference only.

## **F15/10/07 INSURANCE FOR COUNCIL BUILDINGS AND PROPERTY**

This item was deferred until the next full Council meeting due on the following Wednesday (October 10). The Clerk was asked to add the necessary agenda item.

**Clerk**

## **F16/10/07 NEXT MEETING**

Members noted that the next ordinary meeting of the Finance & General Purposes Committee would be held on **Tuesday November 6<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 9.35 pm.**