

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Christine Payne: Town Clerk
Telephone: 017683 51177
Email : christine.payne@applebytown.org.uk



www.applebytown.org.uk

Town Clerk's Office
Moot Hall - Boroughgate
Appleby-in-Westmorland
Cumbria - CA16 6XE

APPLEBY TOWN COUNCIL MINUTES FOR THE MEETING HELD IN THE MOOT HALL ON WEDNESDAY JUNE 10th 2009 at 7.03pm

Present : Mayor
Deputy Mayor
Councillors
[in alphabetical order]

Cllr LH Thwaytes
Cllr Mrs D Anderton
A Connell
Mrs J Dempster
CK Duncan
Miss S Knowles
AK Morgan
J Pape
Mrs C Patterson
HR Potts
S Rooke

Apologies : Councillors
GI Holloway
Mrs E Langan

NOTE : Council has instructed its Clerk to record DECISIONS and RECOMMENDATIONS only in her Minutes, making them necessarily short. However, further detail on any item of particular interest may be obtained from the Clerk, who is able to reference her detailed notes, should residents wish for more information on non-confidential items. Some meeting reports are also available via the Parish Newsletter and the local Press. In an effort to save space, we abbreviate Appleby Town Council as "ATC", Eden District Council as "EDC", Cumbria County Council as "CCC", the Cumbria Association of Local Councils as "CALC" and the National Association of Local Councils as "NALC". We also abbreviate the Planning & General Purpose Committee as "PGP" and the Responsible Financial Officer as RFO. All other organisations are shown in full when first mentioned and any further abbreviations shown in brackets. The Council and Clerk welcome feedback regarding these minutes.

C1/06/09 APOLOGIES FOR ABSENCE

Apologies for absence were received by the Mayor on Council's behalf. The Mace Bearer's apologies were also conveyed to Members.

C2/06/09 MINUTES OF ORDINARY COUNCIL MEETING ON MAY 20th 2009

RESOLVED that the Minutes of the ordinary meeting of the Council held on **May 20th 2009** be signed by the Mayor as a true and accurate record.

C3/06/09 DECLARATIONS OF INTEREST

Cllr Miss Knowles declared a personal and prejudicial interest in agenda item 8 (see below). Cllr Morgan declared a personal interest in any item relating to EDC, as a Member of that authority.

C4/06/09 POLICE REPORT

The Clerk reported that apologies had been received from the Police, due to the Horsefair.

C5/06/09 COUNTY AND DISTRICT COUNCILLORS REPORTS

No reports this month.

C6/06/09 QUESTIONS FROM ELECTORS

No questions this month.

C7/06/09 MAYOR'S REPORT AND COUNCILLORS' QUESTIONS

The Mayor's report was received and noted. It was **AGREED** that the Clerk would write to thank **EDC's Chief Executive and Multi-agency Appleby Fair Strategic Group** and congratulate them on this year's improvements in the effects of the Fair upon residents. She was to particularly mention the beneficial effects of the quicker litter clean up in the town, of the Police closing public houses at 11pm and of the Town Council being permitted to operate the Shire Hall Public Toilets, which were well used for the duration of the Fair.

(Copies of the Mayor's report are readily available upon request from the Mayor or the Clerk).

ACTION

Mayor

Clerk

C8/06/09 CO-OPTION – BONGATE WARD VACANCY

Being nominated by Cllr H Potts, it was **RESOLVED** that **Mr Robert Knowles** be Co-opted to fill the vacant Bongate Ward seat.

Clerk

Cllr Miss Knowles did not take part in the voting, since Mr Robert Knowles is her Father.

C9/06/09 HANDLING COMPLAINTS

RESOLVED that NALC's **Legal Topic Note (LTN) 9/08** dated November 2008 entitled HANDLING COMPLAINTS be adopted, as an update to LTN2/86 adopted in 1986.

Clerk

(Copies of LTN 9/08 are readily available upon request from the Clerk).

C10/06/09 DISCIPLINARY & GRIEVANCE PROCEDURES

RESOLVED that the ACAS Code of Practice 1 dated April 2009 entitled DISCIPLINARY & GRIEVANCE PROCEDURES be adopted, in order to comply with the new Employment Act.

Clerk

(Copies of ACAS Code of Practice 1 are readily available upon request from the Clerk).

C11/06/09 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON JUNE 1st 2009

The Finance Committee Chair, Cllr Thwaytes, presented the minutes of this meeting - copies of which had previously been published with the agenda for this Council meeting.

Following the writing off of two Public Hall bad debts totally £90, it was **AGREED** that an item should be placed onto the next agenda for the **Public Hall Working Party**, to reconsider the way they book and obtain money from unknown persons from outside Appleby who might leave without paying (such as payment in advance).

PHWP

RESOLVED that these minutes (**and the recommendations contained therein**) be adopted.

C12/06/09 MINUTES OF THE PLANNING & GP COMMITTEE MEETING HELD ON JUNE 1st 2009

The Planning & General Purpose Committee Chair, Cllr Mrs Patterson, presented the minutes of this meeting - copies of which had previously been published with the agenda for this Council meeting.

RESOLVED that these minutes (**and the recommendations contained therein**) be adopted.

C13/06/09 OUTSIDE BODY REPORTS

No reports this month.

C14/06/09 CUMBRIA HIGHWAYS LINK

All outstanding highways matters had already been communicated to Members.

C15/06/09 BUILDING REPAIRS WORKING PARTY

Cllr Mrs Anderton's report was received and noted.

C16/06/09 FINANCE WORKING PARTY RECOMMENDATION

RESOLVED that a **Finance Working Party** recommendation that all building repairs (including those to the Public Hall) be the responsibility of the **Building Repairs Working Party** in order to maintain consistency **BE DEFERRED** until the **Public Hall Working Party** had a chance to consider the proposal.

PHWP

C17/06/09 TOWN CLERK'S REPORT

The Clerk's report was received and noted **Members echoed the Clerk's thanks to the T.I.C. staff for all their excellent work during Fair Week.**

(Copies of this report are readily available upon request from the Clerk).

C18/06/09 FINANCIAL OFFICERS

On Council's behalf, the Mayor welcomed back from maternity leave Mrs Ruth Longrigg, the Council's R.F.O.

The Mayor thanked the Council's Acting R.F.O. Mrs Helen Newbury for all her excellent work since September 2008, presenting a bouquet from Council and flowers from Staff.

C19/06/09 APPROVAL OF 2008-09 FINAL ACCOUNTS, ANNUAL RETURN & RISK ASSESSMENTS

Having reviewed the effectiveness of the internal audit, it was **RESOLVED** that the Mayor and Clerk be authorised to sign the final Accounts, Annual Return & Risk Assessments for 2008-09. The Acting RFO, Mrs Helen Newbury, was thanked for all her work.

**Mayor
Clerk**

C20/06/09 FINANCIAL REPORT

The Responsible Financial Officer Mrs Ruth Longrigg's report (including this month's accounts) was received and noted.

(Copies of this report are readily available upon request from the Town Clerk or RFO).

C21/06/09 MONTHLY ACCOUNTS

RESOLVED that the Mayor be authorised to sign the attached schedule for payment of the monthly accounts (bills & salaries) for the remainder of **May**, totalling **£14,075.88**

Mayor

C22/06/09 CORRESPONDENCE

A letter from the **Heart of Eden Community Plan Group** having been considered, it was **RESOLVED** that an invitation be issued to the July 8th Council meeting (or PGP c'ttee meeting on June 29 if more convenient).

Clerk

C23/06/09 NEXT MEETING

Members noted that the next **ordinary meeting of the Council** would be held at 7pm on **Wednesday July 8th 2009** in the Moot Hall.

ALL

There being no further business, **the meeting closed at 8.30pm.**