

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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

MINUTES OF THE APPLEBY-IN-WESTMORLAND ANNUAL TOWN MEETING HELD IN THE MOOT HALL ON MONDAY APRIL 21 2008 at 7.00pm

Present : Mayor Cllr S Rooke
Deputy Mayor Mrs C Patterson
Town Councillors Mrs D Anderton
[in alphabetical order] KJ Budding
A Connell
Mrs J Dempster
CK Duncan
PR Elliott
F Harland
GI Holloway
AK Morgan
J Pape
HR Potts
I Potts
LH Thwaytes (from 7.55pm)
Police Inspector Lee Skelton
PCSO Joel Larmour
Together with members of the public and the press

Apologies : County Councillor Mrs M Warburton
Town Councillor Mrs E Langan

*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 Finance & General Purpose Committee as "F&GP" 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. To save space and costs, we summarise points raised by Electors and any specific actions agreed. Please speak to the Clerk should you wish for more information from her detailed notes of the meeting, such as Electors' names etc. Thank you. Items requiring further action by individuals are shown in **blue** so they may easily be found in these minutes.*

APOLOGIES FOR ABSENCE

Cllr Mrs Langan's apologies for absence were received by the Mayor on Electors' behalf.

PREVIOUS MINUTES

The minutes of the last Annual Town Meeting held on **Monday 23 April 2007** were accepted as a true and accurate record of the meeting.

The minutes of the further Annual Town Meeting held on **Monday 21 May 2007** were also accepted as a true and accurate record of the meeting.

MAYOR'S ANNUAL REPORT AND QUESTIONS FROM COUNCILLORS & ELECTORS

The Mayor, Cllr Stan Rooke, made his report (see attached). No questions were asked.

TOWN CLERK'S ANNUAL REPORT AND QUESTIONS FROM COUNCILLORS & ELECTORS

The Town Clerk, Mrs Christine Payne, made her report (see attached). No questions were asked.

R.F.O.'S ANNUAL REPORT AND QUESTIONS FROM COUNCILLORS & ELECTORS

Cllr Budding, who had acted as unpaid Responsible Financial Officer until April 9 2008, issued copies of the accounts to Councillors & Electors and made his report (see attached). The Mayor introduced Cllr Budding's successor, Mrs Ruth Longrigg, who had moved from the position of Assistant RFO into the position of RFO on April 9 2008. Cllr Budding answered questions from Electors as summarised below ...

CONCERNS RAISED BY ELECTORS	ANY SPECIFIC RESPONSES
A resident queried where the £25,000 raised in the Precept towards building repairs was shown in the draft accounts	Cllr Budding explained that during the process of the draft accounts being approved by Council this money would be set aside in the accounts specifically for building repairs, the actual cost of which would be split over two years Precept, with part collected last year and part this year

R.F.O.'S ANNUAL REPORT AND QUESTIONS FROM COUNCILLORS & ELECTORS (continued ...)

CONCERNS RAISED BY ELECTORS	ANY SPECIFIC RESPONSES
A resident queried the Charity Funds shown on Page 8, asking Cllr Budding to confirm there was £65,000 in interest	Cllr Budding explained the figure was £65,900 but that included interest and initial bequests
The resident felt this was a lot of money left for the people of Appleby which had not been spent and asked if that could not be used for the building expenses, including John Percy Fawcett monies	Cllr Budding explained that each Charity Fund Deed contained restrictions as to what the money could be used for (for instance the Percy Fawcett fund was controlled by EDC and could only be used for repairs of the river banks and beautifying the town – ATC had successfully applied to EDC for this year's Appleby in Bloom costs to be paid from the fund)
The resident stated that the Charity Commission was anxious that money was used	Cllr Budding explained that ATC had made an (unsuccessful) application to EDC for the Percy Fawcett fund to be returned to Appleby for ATC to administer

COUNTY COUNCIL

County Councillor Mrs Warburton was not in attendance.

DISTRICT COUNCIL

District Councillor Morgan made his report. Town Councillor Andy Connell (Chair of ATC's Public Toilets Working Party) then gave an update on the latest situation regarding the Shire Hall Public Toilets (he had attended an EDC meeting on the previous evening), explaining that despite efforts by both our District Councillors it had been decided by EDC to close these toilets within the next twelve months.

Cllr Morgan answered questions from Electors as summarised below ...

CONCERNS RAISED BY ELECTORS	ANY SPECIFIC RESPONSES
A resident queried why EDC were not consulting with ATC on the planned closure of the Shire Hall Public Toilets by EDC within the coming twelve months, stating this made a mockery of the recently signed Parish Charter	Cllr Morgan explained that consultations had been going on for years on the subject of toilets and the effective decisions had been made before the Charter became public. He felt decisions were also influenced by the British Toilet Association information that even without the Shire Hall Toilets Appleby will still have between twice and three times the public toilets of Penrith per capita. The Mayor informed the meeting that the Shire Hall toilets would be operated by ATC again this year for the duration of the Fair and that arrangements were underway to have the toilets prepared. A recent visitor from Scarborough had told the Mayor that toilets there cost 40p to get into, as that was how the maintenance costs were recouped. ATC would be considering what should be done regarding the Shire Hall Toilets.
A resident expressed disappointment that his County Councillor was not present and asked what was happening with the snagging list for the Town Enhancements project.	<i>The Mayor would liaise with Cllr Holloway (ATC's named link with Cumbria Highways), who would check with Mr Keith Masser on the latest situation re. getting the contractor to fulfil his commitments.</i>
A resident reported that outside The White House paving had been taken away and replaced with tarmac.	<i>Cllr Holloway would follow this up with Cumbria Highways.</i>
A resident reported that the same contractor was currently working on paving outside the CCC office in Kendal.	<i>Cllr Holloway would check why this contractor was still being used by CCC when he had so far failed to fulfil his commitments in Appleby and had therefore proved unworthy of such contracts.</i>
Cllr Hugh Potts asked if EDC's new strategic executive committee for the Fair could be asked to step in to provide funding for the toilets	<i>The Clerk was asked to add this to the agenda for ATC's next Planning Committee.</i>
A member of ATC's staff queried what the cost of hiring Portaloos would be for the week of the Fair, to compare with the cost of keeping the toilets open all year	Cllr Connell said figures provided by EDC Technical Services showed this cost to be £1,895 for Fair week, but £7,000 for the year

POLICE REPORT

Inspector Lee Skelton gave a detailed report and answered many questions from Electors and Councillors, covering topics and discussions on

- overall local policing team financial year statistics
- policy of early intervention
- policing priorities for the coming year
- the Police by-weekly column in the Herald “Beacon Beat”
- young drivers speeding in the town (the Mayor asked anyone witnessing this to call **0845 33 00 247** with the **make, colour and registration number of the vehicle**)
- traffic arrangements for this year’s Fair co-ordinated by EDC’s new Multi-agency Strategic Group
- harassment of people in their homes (such as banging on windows at 2am) and measures to combat it

The Mayor thanked Inspector Skelton and PCSO Joel Larmour for their valuable contribution to the meeting, a new addition to the Annual Town Meeting agenda which had proved to be a useful forum for residents to receive information and raise concerns with the Police.

QUESTIONS TO THE TOWN COUNCIL ON ANY OTHER MATTERS OF INTEREST OR CONCERN TO ELECTORS

<p>A trustee of Eden Community Outdoors (ECO) felt everyone would be aware that ECO provided youth provision opportunities for young people and gave an update on how it was hoped to raise the profile of the organisation whilst actively seeking new funding, since funding continued to be an issue. He had written to ATC’s Finance Committee to see if ATC were able to offer any short term help with rent arrears.</p>	<p>The Mayor said he had visited the centre and the work going on there was admirable. ECO’s letter would certainly be considered by the Council to see if grant funding could be provided to help.</p>
<p>A resident from Scattergate Green spoke of her parking problems concerning rights of way over the green.</p>	<p><i>The Mayor offered to visit the next day to see for himself what the problems were, in order that he could make representations to EDC on the resident’s behalf.</i></p>
<p>A resident asked why £5 was charged by the TIC for a radar key for the disabled toilet located there when the true cost was £2.50.</p>	<p>TIC staff explained they did not sell the keys, but simply asked for a <u>deposit</u> of £5 from visitors who borrowed their key, to ensure the key was returned. Keys were sold by the proper authorities in Penrith, not by the TIC.</p>
<p>A resident stated that Cllr Mrs Patterson had declared a personal interest in agenda item 9 at a F&GP Committee meeting on February 4 and asked why no declaration was made in July when the lease on the same shop came up again for discussion.</p>	<p>The Clerk stated she remembered that Mrs Patterson had declared an interest on every occasion when the shop lease in question had been discussed, since as Clerk she took particular interest in such matters, but that it was likely to be a clerical error that she had failed to include it in her minutes.</p>
<p>Inspector Skelton encouraged residents and Councillors to attend the Police Authority Meeting being held at the Tufon on the following Monday at 7.45pm.</p>	
<p>A resident repeated her request for more litter bins on The Butts and reported that the tree on the bridge at the back of Peter Whiting’s was full of ivy</p>	<p><i>Cllr Morgan said the tree above the bridge had been reported to EDC, who he would chase up.</i> It was not the District Council’s policy to have lots of litter bins, since the view was it was better for people to take their litter home and unless they’re constantly being attended to bins tend to look untidy.</p>
<p>Cllr Elliott asked if an item could be added to the next appropriate committee agenda to consider the state of the shelters on the river bank, as roofs were damaged.</p>	<p>Cllr Rooke had already reported this to EDC.</p>
<p>A resident was concerned that the chains on Boroughgate needed attention.</p>	<p><i>Cllr Morgan would check with EDC if there was a plan to replace them.</i></p>
<p>A resident reported that a lifebelt was missing on The Sands.</p>	<p><i>The Council would arrange for it to be replaced.</i></p>

NEXT ANNUAL TOWN MEETING

It was noted that the next Annual Town Meeting was planned for **Monday April 20th 2009**, at 7pm in the Moot Hall (subject to approval of the draft Calendar of Meetings for 2008-09 taking place at the Annual Meeting of the Council on May 14 2008).

*There being no further business, the meeting closed at **8.50 pm***

ATTACHMENTS :

- *the Mayor's Annual Report for 2007-08*
- *the Clerk's Annual Report for 2007-08*
- *the RFO's Annual Report for 2007-08*

MAYOR'S REPORT
ANNUAL TOWN MEETING
21st APRIL 2008

As you will have seen, by the number of times our photograph has appeared in the local press, the Mayoress and I have done our very best to keep Appleby-in-Westmorland in the public eye and encourage visitors to the town. We, along with the TIC staff, have tried to increase the number of coaches visiting the town during both the summer and winter at every opportunity. The help of Cllr Harland over this past year has been invaluable.

Over the past year Council has pestered several outside agencies and finally managed to get some street lighting put up in the town centre and got Chapel Street re-surfaced. We have asked and got the seating around the river looked at by EDC. Work here is in progress.

Thanks to increased pressure from Members of the Council we managed to get the Shire Hall toilets opened in Fair Week last year to alleviate some of the pressure on local residents from the vast numbers of visitors. The toilets will be opened again this year, during Fair Week, thanks to Cllr Mrs Langan's persistence. We are still attempting to persuade the District Council to reopen them permanently.

The maintenance of the buildings under the Council's control is still an important priority of this Council. We are still looking at the possibility of placing these buildings within a charitable trust, which will allow us to access grant funding and so, hopefully, limit future precept increases.

We will do our best to continue to work as closely as possible with the District Council, County Council and other organisations inside and outside the town to enhance and protect the future of Appleby-in-Westmorland for its residents

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ANNUAL TOWN CLERK'S REPORT 2007-08 *for Town Meeting on April 21 2008*

Councillors

Three Councillors left the Council during the year : Cllr Mrs Anne Potts, Cllr Richard Maguire and Cllr Mrs Maggie Clowes. Cllr Ted Robertson sadly died in service in April 2007.

Four new Members were welcomed during the year : Cllr Lance Thwaytes, Cllr Mrs Dot Anderton, Cllr Mrs Joyce Dempster and Cllr Ian Holloway.

Please see attached for an update of the latest **Councillors contact listing**.

Staff

During this year a number of changes also occurred to the Council's staffing team. Please see attached for an update of the latest Council staff structure chart.

Administration

Cllr Budding once again acted as **unpaid Responsible Financial Officer** for this financial year, during which time (in line with the Council's staffing strategy) he has trained his Assistant RFO, Mrs Ruth Longrigg as his successor. Ruth joined the Council's staff on August 31st 2007. Earlier this month (on April 9) Cllr Budding was able to hand over responsibility to Ruth, who was promoted to the position of **Responsible Financial Officer**.

At their April 9 Council meeting Members expressed their appreciation to Cllr Budding for the considerable amount of work he has done for the Council since offering to become unpaid RFO in April 2006. Mrs Longrigg was congratulated by Members on her promotion. The positions of unpaid RFO and Assistant RFO were removed from the Council's staffing structure at that meeting and a new post of paid RFO added. This is funded by hours not now worked by myself and my Assistant, in order to balance the budget.

Councillors continue to give assistance with the reading of large consultation documents, something for which I am extremely grateful, since working as a team allows my administration costs to be kept to a minimum.

The Council's **telephone and internet suppliers** are in the process of being changed again this year, to obtain the same value for public money but with increased service levels.

The Council's **Standing Orders** and also **Financial Regulations** received their annual reviews recently and will continue to be reviewed annually.

Clerk's office hours

A reminder that my core office hours are **Tuesday to Friday 11am to 3pm** should you wish to see me. I am often here outside these hours but use my remaining four (flexible) hours for meetings and extended working at peak times. I can be contacted on **51177** (where messages can also be left) and my email addresses are christine.payne@applebytown.org.uk and chrisandhugh@aol.com if you would rather send an email.

Council and Committee Minutes

A reminder that these can be viewed via the Council's website at www.applebytown.org.uk as well as at Appleby Library. Copies are also available from the T.I.C. *In addition, if you would like to give me your email address, I am able to email copies directly to you as they are published.*

Moot Hall Noticeboard

Do keep an eye on this noticeboard, as a valuable source of information for items such as contact details for Town, District and County Councillors and our M.P., Council and Committee meeting agendas, the Council's calendar of meetings for the year, plus many other items.

Shop Premises

Bids are currently being sought for the tenancies of Numbers 3 and 4 in the Market Arcade.

T.I.C. Easter Sunday opening hours

Following feedback from residents at last year's Annual Town Meeting, the T.I.C. opened between 11am and 3pm on Easter Sunday this year. Unfortunately only 26 people visited the T.I.C., with only £13 being taken through the till. Opening this year therefore proved to be not economically viable and future Easter opening hours will be reviewed by the T.I.C. Working Party going forward.

Yours sincerely,

Christine Payne

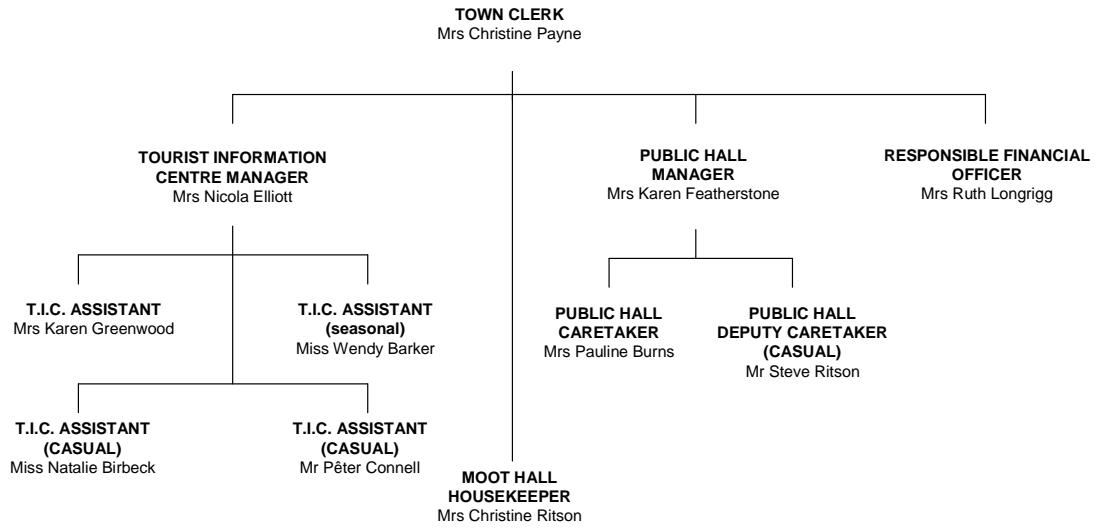
Town Clerk

Members of Appleby-in-Westmorland Town Council
in alphabetical order

(this update **December 14 2007**)

<p>Councillor Mrs D (Dot) Anderton Hanging Shaw Farm, Roman Road APPLEBY-IN-WESTMORLAND CA16 6JH Telephone: 017683 52389 hangingshawfarm@aol.com</p>	<p>Councillor KJ (Keith) Budding Scalebeck, Great Asby, APPLEBY-IN-WESTMORLAND CA16 6TF Telephone: 017683 51006 mail@scalebeckholidaycottages.com</p>
<p>Councillor A (Andy) Connell 11 Mill Hill APPLEBY-IN-WESTMORLAND CA16 6UR Telephone: 017683 51847 andrew@connellgtc.fsnet.co.uk</p>	<p>Councillor Mrs J (Joyce) Dempster 4 Howgate Foot APPLEBY-IN-WESTMORLAND CA16 6XP Telephone: 017683 53040 terrykitching@btinternet.com</p>
<p>Councillor CK (Colin) Duncan Ivy House Farm, Crackenthorpe, APPLEBY-IN-WESTMORLAND CA16 6AF Telephone: 017683 53039</p>	<p>Councillor P R (Philip) Elliott Fairholme, Bongate APPLEBY-IN-WESTMORLAND CA16 6UE Telephone: 017683 51690</p>
<p>Councillor F (Frank) Harland 50 Barrowmoor Road APPLEBY-IN-WESTMORLAND CA16 6SB Telephone: 017683 51868 frank@frankharland.wanadoo.co.uk</p>	<p>Councillor G I (Ian) Holloway The Ings, Banks Lane, APPLEBY-IN-WESTMORLAND CA16 6RA Telephone: 017683 53340 giholloway@yahoo.co.uk</p>
<p>Councillor Mrs E (Ella) Langan Kambrela, Colby APPLEBY-IN-WESTMORLAND CA16 6BD Telephone: 017683 51583 ella.langan@eden.gov.uk</p>	<p>Councillor A K (Keith) Morgan The Old Brewery, Doomgate APPLEBY-IN-WESTMORLAND CA16 6RB Telephone: 017683 52210 keith@dinsdalefineart.com</p>
<p>Councillor J A (John) Pape 12a High Wiend APPLEBY-IN-WESTMORLAND CA16 6RD Telephone: 017683 52148 jpangler@talktalk.net</p>	<p>Councillor Mrs. C (Clare) Patterson Coupland Beck Farm, APPLEBY-IN-WESTMORLAND CA16 6LN Telephone 017683 51449 couplandbeck@hotmail.co.uk</p>
<p>Councillor H R (Hugh) Potts 4 The Sands APPLEBY-IN-WESTMORLAND CA16 6XP Telephone: 017683 51544 annepotts@btconnect.com</p>	<p>Councillor I. (Ian) Potts Bongate Mill Farmhouse, Bongate APPLEBY-IN-WESTMORLAND CA16 6UR Telephone 017683 51934 Musicianpotts@aol.com</p>
<p>Councillor S (Stan) Rooke 22 Boroughgate APPLEBY-IN-WESTMORLAND CA16 6XB Telephone: 017683 52864 rooke.s@btopenworld.com</p>	<p>Councillor LH (Lance) Thwaytes Barclays Bank Chambers, 19a Boroughgate, APPLEBY-IN-WESTMORLAND CA16 6XF Telephone: 017683 52969</p>

**APPLEBY-IN-WESTMORLAND TOWN COUNCIL
STAFF STRUCTURE**



This update : April 9 2008

RFO report – Town Meeting

Overall, this has been a year of consolidation. We started the year with a bank balance of £17,492 and at the end of the year this stood at £39,271, slightly above the budgeted figure.

There has been only a marginal increase in the costs of administration, primarily due to the increase in insurance premium payable following a revaluation of both the buildings under the Council's ownership and the contents, including the regalia.

The cost of operating the Public Hall has been reduced by managing the expenses more comprehensively. This is particularly apparent in relation to the lift, where we now have a maintenance contract in place and its overall running costs have been reduced from £4,657 in 2006/7 to £995 in 2007/8. The level of income has declined slightly, but the working party is attempting to address this by recommending an increase this year which will put us more in line with other facilities in and around the town.

Including commission on sales from exhibitions, tickets and Christmas cards, the income produced by the Tourist Information Centre has again increased and the gross income, after deduction of the cost of sales, now stands at £12,622. We attempted in 2006/7 to reduce staffing costs by single-manning for much of the year and closing on Easter Sunday. However, we discovered that having only one person on duty can be counter-productive and also extremely stressful for the person concerned and have therefore reverted more to the previous system by having two persons on duty at busy times, with the associated increase in salaries. Easter Sunday opening was not a success, either in terms of income or foot-flow.

During the year we commissioned a detailed structural survey of all our buildings. Including the anticipated costs of rewiring and compliance with Fire Regulations identified last year, we have been advised that repairs costing in excess of £240,000 will be required; some urgently, some spread over the next 5 or so years. This is the prime reason for the increase in the precept requested for 2008/9. The Council is considering placing the buildings in a charitable trust as this would increase the number of grant funders we would be able to approach, but even now we are making an application to "People's Millions" for a grant to assist with the urgent works and an application to English Heritage may be considered once a detailed history of the Moot Hall has been completed, as they require the information to determine what should be preserved and how repairs may be carried out. The reason we have had to increase the precept is that it is unlikely one funder would provide all the money required to complete the repairs. They usually require what is termed "matched funding" where some of the cost is covered either by a grant from another source or from the applicant – i.e. the Council. The increase in precept is to cover the possibility that only one funder would be prepared to assist us. It is our intention to undertake the rewiring and other regulatory works during the coming financial year.

This will be my last duty as Responsible Financial Officer. It was only ever intended to be a temporary position until a replacement could be trained, and the task has now been passed to Mrs. Ruth Longrigg.

Cllr. Keith Budding