APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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FINANCE COMMITTEE MINUTES

FOR THE MEETING HELD IN THE SUPPER ROOM

MONDAY 11TH APRIL 2022 at 6.45pm

Present:
Cllr Chalmers (Chairman)
Cllr Hayes (Mayor ex Officio)
Cllr Anderton
Cllr Curley
Cllr Pape
Cllr H Potts
Cllr T Wignall

Also in attendance:
Cllr Cllr Rooke
Cllr Connell (arrived 7pm)
Town Clerk
Town Clerk's Assistant

F1/04/22 Apologies for Absence

Apologies received and accepted from Cllr Davidson. Long term absence noted for Cllr F Potts .

F2/04/22 Declarations of Interest

No personal declarations of interest were received

F3/04/22 Actions from the Previous Minutes

There were no outstanding items from previous minutes.

F4/04/22 Chairman's Report

No Chairman's report received in respect of this meeting.

F5/04/22 Management Accounts

The Clerk presented the Management Accounts for **March 2022.** The Management Accounts were agreed and accepted and **RECOMMENDED** to Full Council. **ALL**

Cllr Chalmers informed Council about his meeting with the Town Clerk. The projected income for the year is ahead of budget due to additional and unexpected grants received for Covid re-opening and other activities. The expenditure for the year currently looks slightly over budget due to the inclusion of VAT in the Actual YTD figures. The Town Clerk will make the accounts clearer for Full Council to show expenditure exclusive of VAT. **Clerk**

F6/04/22 Year End Accounts

The Clerk reported Year End preparations are going well, and the Council's auditors Dodd & Co will be assisting with this process later in the week. **Clerk**

F7/04/22 Moot Hall Project

The Clerk informed Council the final Moot Hall Valuation is expected later in the week, which will be the last payment aside from the retention amount. The project has been managed well and Cllr Chalmers noted the project is due to come in under budget.

F08/04/22 Date of the Next Meeting **ALL**

Councillors noted that the next meeting of the Finance Committee will be held in the Moot Hall on **Monday 16th May 2022** at **6.45pm.**

There being no further business the meeting closed at 7.02pm.

AT THE COUNCIL MEETING ON**:** **WEDNESDAY 20th April 2022**
THE CHAIRMAN OF THE COMMITTEE WAS AUTHORISED BY THE COMMITTEE TO SIGN THESE MINUTES TO CONFIRM THEIR BEING A TRUE AND ACCURATE RECORD: _____

2021-22 Budget and Actual to date - March 2022

Income	Budget 2021-22	Actual Apr-21	Actual May-21	Actual Jun-21	Actual Jul-21	Actual Aug-21	Actual Sep-21	Actual Oct-21	Actual Nov-21	Actual Dec-21	Actual Jan-22	Actual Feb-22	Actual Mar-22	Actual YTD	Notes on this month's payments/receipts
Precept	121,605	10,134	10,134	10,134	10,134	10,134	10,134	10,134	10,134	10,134	10,134	10,134	10,134	121,606	
Council Tax Reduction Scheme	1,656	138	138	138	138	138	138	138	138	138	138	138	138	1,656	
Recycling	1,400					700					700			1,400	
Shop Rentals	10,214	767	517	867	1,317	967	967	717	1,217	967	967	717	1,217	11,204	
Public Hall Lettings	4,850	270	240	430	890	505	840	1,465	1,170	1,070	895	570	1,475	9,820	
TIC Sales	25,000	236	830	1,379	2,165	1,137	2,217	832	2,414	1,282	1,052	712	858	15,114	Card sales only
Fair Hill	3,000			1,500		2,200								3,700	
PV Income	1,700	238		648			881	989		252			183	3,192	
Rural Payments Agency	2,200		15							2,713				2,728	
Wayleaves	38										38			38	
Footway Lighting	1,270	423												423	
Planting	300													-	
VAT refund		1,316			6,128				1,833			39,255		48,532	
Other Income		500		2,529		406	195		860	1,000	424			5,914	
TIC Grants	1,500	4,238												4,238	
Public Hall Grants		4,097												4,097	
Other Grants	2,000				1,183	5,730					4,996	500	7,000	19,409	£5k Back to Eden Grant/£2k Tree Festival
Interest	100	3	3	5	8	6	4	11	6	6	6	4	2	64	
Total Council Income	**176,833**	**22,360**	**11,877**	**17,631**	**21,963**	**21,923**	**15,375**	**14,286**	**17,771**	**17,563**	**19,350**	**52,030**	**21,007**	**253,136**	
Moot Hall Building Refurbishment															
Moot Hall - HE (Surveys & Development)	16,705	10,000				6,705								16,705	
Moot Hall - HE (Major Building Repairs)	238,630							59,658		59,657		21,213	60,946	201,474	
Moot Hall - EDC	40,000							20,000			11,234			31,234	
Moot Hall - Donations	40,000													-	
Total Moot Hall Income	**335,335**	**10,000**	**-**	**-**	**-**	**6,705**	**-**	**79,658**	**-**	**59,657**	**11,234**	**21,213**	**60,946**	**249,413**	
Total Income	**512,168**	**32,360**	**11,877**	**17,631**	**21,963**	**28,628**	**15,375**	**93,944**	**17,771**	**77,220**	**30,583**	**73,243**		**502,549**	

Expenditure	Budget 2021-22	Actual Apr-21	Actual May-21	Actual Jun-21	Actual Jul-21	Actual Aug-21	Actual Sep-21	Actual Oct-21	Actual Nov-21	Actual Dec-21	Actual Jan-22	Actual Feb-22	Actual Mar-22	Actual YTD	
Salaries	80,000	7,317	7,502	7,568	7,644	8,260	7,037	7,772	8,166	7,183	6,113	6,904	8,386	89,852	Town Clerk handover and cover for 2 staff illnesses
TIC Cost of Sales	12,000			3,085	283		810	2,808	931	1,090		2,605	859	12,471	
Heating & Lighting	7,000	447	1,521	178	579	681	228	690	546	1,214	789	748	1,233	8,853	
Rates	6,500	593	587	460	460	460	226	224	224	224	224	158		3,840	
Water	4,900	108	133	284	2,163	189	243	73	352	171	224	340	194	4,475	
Telephone & Broadband	3,000	288	389	369	359	359	392	301	231	243	218	235	255	3,640	
Lift Contract	850							1,070	268			268		1,606	
Building Repairs	15,000				1,234		1701	649	2316			1071	2335	9,308	
General Maintenance	1,000	134	43	14	274	90	52	36	127	140	85	13	66	1,074	
Cleaning and Refuse	10,500	890	54	1,796	876	1,058	930	51	1,857		1,007	60	2,277	10,856	
Insurance	7,000				6,172								2,292	8,464	Additional insurance for Moot Hall
Licences and Compliance	2,000	496	53	109	494	55	381	187	92	55	90	86	206	2,302	
Subscriptions	500				438									438	
Professional Fees	2,500		595						1,392					1,987	
Training	500			20	30				177	20		230		477	
ICT	1,850	142	62	62	176	62	62	162	318	373		62	279	1,763	
Marketing & Advertising	800				1,366	276		280			125			2,047	
Quidditch Marketing	1,500						560	50	402					1,012	
Stationery & Printing	2,300			507	200	158	358	39	90	181	30	87	380	2,029	
Postage	150					9								9	
Refreshments	100						22			25				47	
Christmas Lights	2,000										2,073			2,073	
Bus Shelter Cleaning	500	60			60		60			60				240	
Footway Lighting	1,100											960		960	
Planting	500		50	150	105		7							312	
Special Projects	7,256											1,730	5,266	6,996	Tree Festival (funded by CCC & EDC grantS)
Mayor's Allowance	3,000	18	60		26	12	60	391	550	15	500	24	1,334	2,990	
S137 Grants	1,433													-	
Grant Payment	-								171					171	
Covid Compliance	-									18				18	
Rent Refunds & Returnable Deposits	-				300								200	500	
Election	500													-	
Audit	1,450			227			720		227					1,174	
Credit Card Machine Charges	400	24	29	44	44	54	45	44	44	48	46	44	18	484	
Bank Charges	1,000	21	23	33	44	37	23	52	31	32	31	25	44	398	
Contingency	5,000	263	650	716	180	110	508	20					412	2,859	
Total Council Expenditure	**184,089**	**10,801**	**11,751**	**15,623**	**23,510**	**11,872**	**14,425**	**14,899**	**18,511**	**11,092**	**15,306**	**15,652**	**26,034**	**185,725**	
Moot Hall Refurbishment															
Moot Hall - Surveys & Development	25,418	9,522	14,647		1,307									25,476	
Building repairs (inc prelims, fees & cont)	340,701							88,357	65,125	78,955	31,621	23,297	57,714	345,069	
Total Moot Hall Expenditure	**366,119**	**9,522**	**14,647**	**-**	**1,307**	**-**	**-**	**88,357**	**65,125**	**78,955**	**31,621**	**23,297**	**57,714**	**370,545**	
Cloisters Refurbishment															
Cloisters - Surveys & Development											3,750			3,750	
Total Cloisters Expenditure	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**3,750**	**-**	**-**	**3,750**	
Total Expenditure	**184,089**	**10,801**	**11,751**	**15,623**	**23,510**	**11,872**	**14,425**	**14,899**	**18,511**	**11,092**	**15,306**	**15,652**	**26,034**	**560,020**	