APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson: Town Clerk
Town Clerk's Office
Telephone: 017683 51177 Ext 3
Email: clerk@applebytown.gov.uk

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

www.applebytown.gov.uk

Finance Committee Minutes

For the meeting held in the Moot Hall

Monday 14th October 2024 at 7.32pm

Present:

Cllr Chalmers (Chair)
Cllr Anderton
Cllr Curley
Cllr Davidson
Cllr Heap

Also in attendance:

Cllr Connell
Cllr Hilsden
Cllr Kemp
Cllr Railton
Cllr Rooke
Town Clerk and Clerk's Assistant

F1/10/24 Apologies for Absence

Apologies received from Cllr Pape and Cllr Potts.

F2/10/24 Declarations of Interest

There were no declarations of interest to report.

F3/10/24 Actions from the Previous Minutes

Any actions from previous minutes were covered in the agenda items.

F4/10/24 Chairman's Report

There was no Chair's report in respect of this meeting.

F5/10/24 Management Accounts

The Chair presented the Management Accounts for July, August and September 2024. Cllr Chalmers advised that he and Cllr Heap had met with the Clerk today to go through the accounts, and everything was in order and positive.

The Management Accounts for July, August and September 2024 were accepted and **RECOMMENDED** to Full Council.

F6/10/24 Half Year Budget Projection

The Clerk reported that there was nothing of great concern or significance to report on in the half year accounts. The income from the Rural Payments Agency for Fair Hill was £500 more than expected.

The half year spend for salaries is well under budget, but the national pay award scales for this year have not been announced as yet, but when they are, the increases will need to be backdated to April 2024, which will increase the salary outgoings significantly. The heating and lighting budget is also showing an underspend, but will increase significantly for the second half of the financial year with winter heating. However, the budget was set cautiously, with an expectation that costs would be higher than last year, and our usage charges have decreased since. Westmorland & Furness have informed the Council that they won't be cross-charging for maintenance of the Butts lighting this financial year, a saving of £1,000. All other budget lines are as expected.

F7/10/24 Annual Governance & Accountability Return for 2023-24

The external auditors are appointed nationally to review the year end accounts and administration of all small councils. Appleby Town Council's report was positive with no significant issues to report on.

F8/10/24 Internal Auditor's Half Year Report

The Internal Auditor's Half Year report was very positive. The only recommendation made was with regard the review of the Council's Risk Assessments. The Council had agreed to adopt policies and risk assessments every 4 years unless any changes were made, but the Internal Auditor has recommended the Risk Assessments should be reviewed and adopted annually. This will be actioned.

Cllr Chalmers thanked the Clerk and Assistant for keeping such good records and accounts, and Cllr Heap for her regular monthly review of the accounts.

F9/10/24 Banking Arrangements and Account Signatories

The Clerk reported that no changes have been made to the banking arrangements this year. There are six signatories for the two Barclays accounts - the Clerk, Clerk's Assistant and four Councillors. The Cumberland reserves account has 4 signatories - the Clerk and three Councillors.

The Clerk reported that some precept money was moved into the Cumberland Savings account, in order to gain better interest. However, the Clerk has since been advised that if a bank or building society went into liquidation, cover is only provided for up to £85,000. The Clerk reported that she had discussed with Cllr Chalmers about looking into Unity Trust Bank, who have a dedicated Council Relationship Manager and who are being recommended by other Councils.

The Clerk reported that Appleby Town Council currently hold the equivalent of approx 6 months regular expenditure in reserves, which is as recommended.

Action: The Clerk will make further enquiries with Unity Trust Bank to see what they can offer.

It was **RECOMMENDED** to Full Council that the Banking Arrangements and Account Signatories remain the same.

F10/10/24 Charity Accounts

- **Charity Accounts of Hannah Kennington and Ingram Dawson 2023-2024**

The Hannah Kennington charity awarded two grants in the financial year ending 31st March 2024, to Appleby Air Cadets and the Platinum Playground project. Including the money held in the Blackrock fund, there is approx £17,000 held by the charity.

The Ingram Dawson charity awarded one grant in the financial year ending 31st March 2024, to Appleby Town Council towards the installation of the fingerposts and noticeboards. Including the money held in the Blackrock fund, there is approx £13,000 held by the charity.

The Charity Accounts for Year End 31st March 2024 were accepted and **RECOMMENDED** to Full Council.

Cllr Chalmers raised concerns that although the trustees of the two charities discuss any grant applications received, they should at least meet annually.

Action: The Clerk will arrange for the trustees of both charities to hold an annual meeting in the near future. On Cllr Curley's recommendation, the Clerk will make enquiries with the Charity Commission regarding the obligations of charities in respect of meetings.

- **Westmorland Wanderers Netball Club grant application**

A grant application has been received for £500 from Westmorland Wanderers Netball Club. The group want to make the club stronger, invest in more equipment, attend more tournaments and train some umpires. This group benefits Appleby and the surrounding villages.

It was **RECOMMENDED** to Full Council that the trustees of the Hannah Kennington charity review the application.

F11/10/24 Councillors' reports and items for future agendas

There were no items for future agendas.

F12/10/24 Next Meeting

To note that the next meeting of the Finance Committee will be on **Monday 11th November 2024** at **7.15pm**, or at the rising of the Planning and General Purposes Committee in the Moot Hall.

There being no further business, the meeting closed at 8pm.

At the Council Meeting held on **Wednesday 23rd October 2024**, the Chairman of this meeting was authorised by the Committee to sign these minutes, to confirm they're being a true and accurate record:

Cllr Heap