APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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

15th January 2025

Dear Councillor

Notice is hereby given, and you are summoned to attend the ordinary meeting of **Appleby-in-Westmorland Town Council** to be held the **Moot Hall** on **Wednesday 22nd January 2025 at 6.45pm.**

Members of the public and press are invited to attend. Please contact the Clerk's office before midday on the day of the meeting.

Yours sincerely
Sue Gilbertson - Town Clerk

Agenda

1. Apologies for Absence

To receive and note apologies for absence.

2. Declarations of Interest

Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda, now or at any time during the agenda, in accordance with the adopted code of conduct.

3. Public Participation

Receive any questions or representations which have been received from members of the public. A period of up to 15 minutes for members of the public to ask questions or submit comments.

ADVICE NOTE: Members of the public may make representations, answer questions, and give evidence at a meeting that they are entitled to attend in respect of the business on the agenda.

The public must make a request **in writing** to the Town Clerk **PRIOR** to the meeting, when possible. A member of the public can speak for up to **three minutes**. A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given *(duration: 15 minutes allowed).*

Receive public representations

The Chair will read out any questions, petitions or statements received in advance of the meeting from Members of the Public.

4. Minutes

- **Ordinary Meeting of the Council**

To approve and authorise the Chair to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 18th December 2024** as a true and accurate record**.**

- **Planning and General-Purpose Committee**

To approve and authorise the Chair of the Committee to sign the minutes of the **Planning & General-Purpose Committee** held on **Monday 13th January 2025** as a true and accurate record.

- **Finance Committee**

To approve and authorise the Chair of the Committee to sign the minutes of the **Finance Committee** held on **Monday 13th January 2025** as a true and accurate record and the Council to **RESOLVE** any recommendations:

- To accept the Management Accounts for December 2024.
- To agree to vire budget underspends to Building Repairs.
- To agree that the trustees of the Ingram Dawson charity approve the application for St Lawrence's Church and decide an appropriate amount.

- **Property Committee**

To approve and authorise the Chair of the Meeting to sign the minutes of the **Property Committee** held on **Monday 13th January 2025** as a true and accurate record and the Council to **RESOLVE** any recommendations:

- To start the process for registering the Moot Hall as a venue to conduct marriages.
- To continue increasing the annual rent for Fair Hill during Horse Fair in line with RPI.

5. Unitary Authority Reports

The Chair will invite any Councillors present to report to the meeting.

6. Police Newsletter

To receive and note the Police Newsletter and answer any Councillors' questions.

7. Mayor's Report

To receive and note the Mayor's Report and answer any Councillors' questions.

8. Clerk's Report

To receive and note the Clerk's Report and answer any Councillors' questions.

9. Outside Body Reports

To receive and note any Outside Body Reports and answer any Councillors' questions.

10. Community Achievement Awards

To review and agree the process and eligibility for the proposed Community Achievement Awards.

11. Schedule of Payments & Bank Transfers – December 2024

To authorise the Chair to sign the schedule for payments (invoices and salaries) and bank transfers for the month of **December 2024** for £22,009.45.

12. Councillors' reports and items for future agendas

Councillors to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. (*Councillors are reminded that this is not an opportunity for debate or decision making.)*

13. Next Meeting

To note that the next Ordinary Meeting of the Council will be on **Wednesday 19th February 2025** at **6.45pm** in the Moot Hall.

For the attention of all members of the Full Council:

Chair: Cllr Davidson	Cllr Anderton	Cllr Pape
Vice Chair: Cllr Curley	Cllr Chalmers	Cllr Potts

Cllr Connell	Cllr Railton
Cllr Heap	Cllr Rooke
Cllr Hilsden	Cllr Smith
Cllr Kemp	Cllr Turnbull