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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22nd May 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 28th May 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. Co-option to Appleby Ward

To consider a written application for the office of Town Councillor, and to consider the Co-option of a candidate to fill a vacancy in the Appleby Ward (application attached).

5. 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 23rd April 2025** as a true and accurate record**.**

- **Annual Meeting of the Council**

To approve and authorise the Chair to sign the minutes of the **Annual Meeting of the Council** held on **Wednesday 7th May 2025** as a true and accurate record**.**

- **Planning and General Purposes Committee**

To approve and authorise the Chair of the Committee to sign the minutes of the **Planning & General Purposes Committee** held on **Monday 19th May 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 19th May 2025** as a true and accurate record and the Council to **RESOLVE** any recommendations as follows:

- To proceed with the installation of the bollards at Scattergate, with the shortfall to be met from the Council's Building Repairs budget.
- To accept the Management Accounts for April 2025.
- To accept the Year End Accounts for 2024-25.
- To accept the Internal Auditors report.
- To accept the Financial Regulations for 2025-26.
- To appoint Sue Gilbertson as the Responsible Financial Officer for 2025-26.
- To accept the Direct Debits and Regular Payments schedule for 2025-26.
- To pay the CALC/NALC subscription for 2025-26.
- To appoint Jean Airey as the Internal Auditor for 2025-26.
- To appoint Dodd & Co as the year end Accountants for 2025-26.

- **Property Committee**

To approve and authorise the Chair of the Meeting to sign the minutes of the **Property Committee** held on **Monday 19th May 2025** as a true and accurate record.

6. Annual Governance & Accountability Return 2024-25– Section 1

As recommended by the Finance Committee, to accept Section 1 of the Annual Governance & Accountability Return 2024-25.

7. Annual Governance & Accountability Return 2024-25- Section 2

As recommended by the Finance Committee, to accept Section 2 of the Annual Governance & Accountability Return 2024-25.

8. Committee and Working Party Membership

To consider membership of the Council's Committees and Working Parties for the new civic year and make any recommendations to Council.

9. Meeting Dates 2026

To consider the Full Council and Committee Meeting Dates for 2026.

10. Outside Bodies

To consider the appointment of Councillors to outside bodies for the new civic year and make any

11. Unitary Authority Reports

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

12. Police Newsletter

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

13. Mayor's Report

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

14. Clerk's Report

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

15. Outside Body Reports

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

16. Schedule of Payments & Bank Transfers – April 2025

To authorise the Chair to sign the schedule for payments (invoices and salaries) and bank transfers for the month of **April 2025** for £37,580.49.

17. 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.)*

18. Next Meeting

To note that the next Ordinary Meeting of the Council will be on **Wednesday 25th June 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 Turnbull
	Cllr Kemp	