APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Property Committee Minutes

For the meeting held in the Moot Hall

Monday 9th March 2026 at 7.31pm

Present:		**Also in attendance:**	
Cllr Anderton (Chair)	Cllr Davidson	Cllr Heap	Cllr Railton
Cllr Connell	Cllr Kemp	Cllr Hilsden	Cllr Smith
Cllr Curley		Town Clerk and Clerk's Assistant	

PR1/03/26 Apologies for Absence

Apologies received from Cllr Rooke.

PR2/03/26 Declarations of Interest

Cllr Anderton declared an interest in item 7, as she is a member of Appleby Community Acting Together.

PR3/03/26 Personal Injury Claim

The Council received a personal injury claim last week from a solicitors' firm in relation to an incident that had apparently taken place in the Public Hall, at a fundraising event held by the Appleby Carnival Committee on Boxing Day. The incident wasn't reported to the Council. The lady had slipped on 'a slippery substance' on the floor and had broken her nose and sustained injuries to her arm, knees and elbow and is now seeking compensation. The Public Hall Terms and Conditions of hire clearly state that the provision of Public Liability Insurance for an event is the responsibility of the hirer. In addition, the hirer needs to ensure they have an appropriate number of stewards on duty during the course of an event (5 for a dance or party), and should any spillages occur, these must be cleaned up immediately. The Carnival Committee have been informed of this.

The Clerk has forwarded the claim correspondence received onto the Council's insurance company and is awaiting a response.

PR4/03/26 Public Liability for Public Hall Users

The personal injury claim had highlighted a broader issue. The Clerk's Office has recently asked all Public Hall users for copies of their public liability insurance. Smaller community groups and individual hirers do not have the means or funds to provide their own public liability insurance. Cllr Curley raised concerns that if we only hired the hall out to people who have PL cover, this would preclude a number of valuable local groups and individual hirers from using the hall, which goes against the public duty of the Council.

After some discussion, it was agreed that there would be two sets of T&C's, one for ticketed paid events which would require hirers to have PL insurance, and one for community and private functions, which could be covered under the Council's insurance.

PR5/03/26 Public Hall

The electrical works from the EICR are still ongoing, but it is hoped to complete them by the end of March. The electrician is currently rewiring the hall, having installed the new fuseboards.

The Market Arcade flooring is still waiting on the weather to improve, as they need two days of good weather for it to set properly.

PR6/03/26 4 Market Arcade

Eden Beauty and Wellness have now moved into the premises and are busy refurbishing it before they open. A planning application has been submitted by the Clerk for change of use, as it needs to be returned to a normal retail premises after being used as a dog groomer.

PR7/03/26 Christmas Lights

ACAT informed the Council on 15th January that they no longer want to be responsible for installing the Christmas lights and tree for the town and asked if Appleby Council would take on ownership of the lights and all other associated equipment and responsibility for their installation. The Clerk and Cllr Chalmers had met with representatives of ACAT and the Appleby Rotary to discuss the current arrangements. Appleby Rotary had confirmed they are still happy to help out with the lights, on the same basis as they did for ACAT. The Clerk had also met with Paul Richardson, Chair of Kirkby Stephen Council, as they are responsible for their Christmas lights and tree. When they took over responsibility, one of the main issues was the reliance on third party power sources, so they now only have three power sources, all from buildings which they have access to at all times.

It was discussed that if the Council agreed to take them on, the arrangements regarding using third party power sources would need to be resolved and it would be best to start modestly and then build up each year.

It was **RECOMMENDED** to Full Council to take over ownership and management of the Christmas lights and Christmas tree.

PR8/03/26 Councillors' reports and items for future agendas

- The Clerk had received the terms of reference this week from Westmorland & Furness Council relating to the British Legion Memorial in the Leisure Centre.

PR9/03/26 Next Meeting

To note that the next meeting of the Property Committee will be on **Monday 13th April 2026** at **7.45pm**, or at the rising of the Finance Committee in the Moot Hall.

There being no further business, the meeting closed at 8.23pm.

At the Council Meeting held on **Wednesday 18th March 2026**, the Chair of this meeting was authorised by the Council to sign these minutes, to confirm they are a true and accurate record:

Cllr Anderton