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

16th April 2026

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 April 2026 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 March 2026** 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 13th April 2026** as a true and accurate.

- **Finance Committee**

To approve and authorise the Chair of the Committee to sign the minutes of the **Finance Committee** held on **Monday 13th April 2026** as a true and accurate record and the Council to **RESOLVE** the following recommendations:

- To accept the Management Accounts for March 2026.
- To agree the banking arrangements and account signatories for all accounts held by the Council remain the same.

- **Property Committee**

To approve and authorise the Chair of the Meeting to sign the minutes of the **Property Committee** held on **Monday 13th April 2026** as a true and accurate record and the Council to **RESOLVE** the following recommendations:

- To grant the licence for the use of Fair Hill as a campsite during the week of this year's Horse Fair to Mr B Welch, with an increase in rent 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. Schedule of Payments & Bank Transfers – March 2026

To authorise the Chair to sign the schedule for payments (invoices and salaries) and bank transfers for the month of **March 2026** for **£34,913.49**.

11. Risk Assessment and Financial Risk Assessment

To review and adopt the following:

- Risk Assessment
- Health & Safety Risk Assessment

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 20th May 2026** at **6.45pm** in the Moot Hall.

To note that the Annual Parish Meeting will be held on **Wednesday 29th April 2026** at **6.45pm** in the Public Hall Supper Room.

To note that the Annual Meeting of the Council will be held on **Wednesday 6th May 2026** at **12 noon** in the Moot Hall followed by the Mayor's luncheon at the Public Hall.

To note that Civic Service at St Lawrence's Church will be held on **Sunday 17th May 2026.** Councillors to convene at the Moot Hall at **10.15am**.

For the attention of all members of the Full Council:

Chair: Cllr Davidson	Cllr Anderton	Cllr Potts
Vice Chair: Cllr Curley	Cllr Chalmers	Cllr Railton
	Cllr Connell	Cllr Rooke
	Cllr Heap	Cllr Smith
	Cllr Hilsden	Cllr Turnbull
	Cllr Kemp	