# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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

www.applebytown.gov.uk

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

15th May 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 20th May 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 22nd April 2026** 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 6th May 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 11th May 2026** 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 11th May 2026** as a true and accurate record and the Council to **RESOLVE** recommendations as follows:

  - Management Accounts for April 2026.

- **Property Committee**

To approve and authorise the Chair of the Meeting to sign the minutes of the **Property Committee** held on **Monday 11th May 2026** as a true and accurate record.

**5. Unitary Authority Reports**

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

**6. Committee and Working Party Membership**

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

**7. Outside Bodies Membership**

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

**8. Meeting Dates 2027**

To consider and agree the Full Council and Committee Meeting Dates for 2027.

**9. Police Newsletter**

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

**10. Mayor's Report**

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

**11. Clerk's Report**

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

**12. Outside Body Reports**

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

**13. Financial Regulations for 2026-27**

To adopt the Financial Regulations for 2026-27.

**14. Year End Accounts for 2025-26**

To review and recommend the Year End Accounts for 2025-26.

**15. Internal Auditor's Report**

To review and recommend the Internal Auditor's Report for year ending 2025-26.

**16. Annual Governance & Accountability Return 2025-26– Section 1**

To review and recommend Section 1 - Annual Governance Statement for 2025-26.

**17. Annual Governance & Accountability Return 2025-26- Section 2**

To review and recommend Section 2 - Accounting Statements for 2025-26.

**18. CALC / NALC Subscription for 2026-27**

To discuss and agree the Council's subscription cost for 2026-27 membership of CALC and NALC amounting to £558.03.

**19. Schedule of Payments & Bank Transfers – April 2026**

To authorise the Chair to sign the schedule for payments (invoices and salaries) and bank transfers for the month of **April 2026** for £20,753.01.

**20. 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.)*

**21. Next Meeting**

To note that the next Ordinary Meeting of the Council will be on **Wednesday 24th June 2026** at **6.45pm** in the Moot Hall.

For the attention of all members of the Full Council:

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|---|---|---|
| *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 | |