

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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

16th February 2017

Dear Councillor,

Notice is hereby given and you are summoned to attend the ordinary meeting of **Appleby-in-Westmorland Town Council** to be held on **WEDNESDAY 22ND FEBRUARY 2017** at **7pm** in the Moot Hall. Please let me know if you are unable to attend.

Members of the Public and Press are invited to attend.

Yours sincerely,

Caroline Dodgeon - Town Clerk

A G E N D A

1. **Apologies for Absence**

To receive and note any 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 in accordance with the adopted code of conduct.

3. **Minutes**

Council

To authorise the Mayor to sign the minutes of the **Ordinary Meeting of the Council** held on **Wednesday 18th January 2017** as a true and accurate record and approve any recommendations. *(Report 1: to follow)*

Committees

To approve and authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 13th February 2017** as a true and accurate record and the Council to approve any recommendations. *(Report 2: attached)*

To approve and authorise the Chairman of the Committee to sign the minutes of the **Planning & General Purpose Committee** held on **Monday 13th February 2017** as a true and accurate record. *(Report 3: to follow)*

To approve and authorise the Chairman of the Committee to sign the minutes of the **Property Committee** held on **Monday 13th February 2017** as a true and accurate record. *(Report 4: attached)*

4. **Questions to be received from the public**

To receive and note any questions from members of the public present. *(duration: 15 minutes allowed)*

5. **Police Report**

To receive and note a report from any Police Officer present. *(Report 5: attached)*

6. **County and District Councillors' Reports**

To receive and note reports from **County** and **District Councillors** present. *(Report 6: attached & 7: to follow)*

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. *(Report 8: to follow)*

9. **Outside Body Reports**

To receive and note reports from Councillors who represent the Council on outside bodies.

10. **Schedule of Payments & Bank Transfers – January 2017**

To authorise the Mayor to sign the schedule for payments (bills & salaries) and bank transfers for the month of January 2017. (*Report 9: attached*)

11. **Council Procedures**

Council to review and approve the following Council documents for use and publication for 2017:

- Complaints Procedure (*Report 10: attached*)
- Model Publication Scheme (*Report 11: attached*)
Please note these will not be reprinted in your meeting packs unless you specifically ask for copy.

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. **Date of the Next Meeting**

To note that the next **Ordinary Meeting of the Council** will be held on **Wednesday 22nd March 2017 at 7pm.**

For the attention of all Councillors:-

Mayor :

Cllr Pape

Deputy Mayor:

Cllr Rooke

Councillors:

Cllr Mrs Anderton

Cllr Hayes

Cllr Ms Blair

Cllr Miss Hutchinson

Cllr Chalmers

Cllr Mrs Kendall

Cllr Connell

Cllr F Potts

Cllr Mrs Dixon-Dougherty

Cllr H Potts

Cllr Dougherty

Cllr Smith