

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Town Clerk's Office
Moot Hall
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Cumbria
CA16 6YB

18th May 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 24TH MAY 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 19th April 2017** as a true and accurate record and approve any recommendations. *(Report 1: attached)*

Committees

To approve and authorise the Chairman of the Committee to sign the minutes of the **Finance Committee** held on **Monday 15th May 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 15th May 2017** as a true and accurate record. *(Report 3: attached)*

To approve and authorise the Chairman of the Committee to sign the minutes of the **Property Committee** held on **Monday 15th May 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: to follow & 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. **Annual Report 2016 – 2017**

To consider and approve the Annual Report 2016 – 2017. (*Report 9: attached – paper copy previously supplied*)

10. **Meeting Dates 2018**

To consider and approve the Meeting Dates for 2018 calendar year. (*Report 10: attached – paper copy previously supplied*)

11. **Internal Auditor’s Report for 2016 - 2017**

To consider and approve the Internal Auditor’s Report. (*Report 11: attached – paper copy previously supplied*)

12. **Appointment of Internal Auditor for 2017 – 2018**

To confirm the appointment of Jean Airey as the Internal Auditor for 2017 – 2018.

13. **Annual Return Section 1 Annual Governance Statement for the Financial Year Ended 31st March 2017**

To approve and authorise the signing of the Annual Return Section 1 Annual Governance Statement 2016 - 2017. (*Report 12: attached*)

14. **Annual Return Section 2 Accounting Statement for the Financial Year Ended 31st March 2017**

To approve and authorise the signing of the Annual Return Section 2 Accounting Statements 2016 - 2017 (*Report 12: attached*)

15. **Annual Accounts 2016 – 2017**

To consider and approve the Annual Accounts 2015 - 2016 (*Report 13: attached – paper copy previously supplied*)

16. **Responsible Financial Officer**

To confirm the appointment of the Town Clerk as the Responsible Financial Officer for 2017 – 2018.

17. **Council Structure, Committee Membership, Working Party Membership and Membership of Outside Bodies**

To consider and approve the Council Structure, Committee Membership, Working Party Membership and Membership of Outside Bodies. (*Report 14: attached*)

18. **Outside Body Reports**

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

19. **Schedule of Payments & Bank Transfers – April 2017**

To authorise the Mayor to sign the schedule for payments (bills & salaries) and bank transfers for the month of April 2017. (*Report 15: attached*)

20. **Approval of Absence**

To consider a period of extended absence by Cllr Ms Blair due to her recent increased care commitments for a period that may be greater than six months in accordance with the Local Government Act 1972 Section 85.

21. **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.)

22. **Date of the Next Meeting**

To note that the next **Ordinary Meeting of the Council** will be held on **Wednesday 21st June 2017** at **7pm**.

For the attention of all Councillors:-

Mayor :

Cllr Connell

Deputy Mayor:

Cllr Mrs Dixon-Dougherty

Councillors:

Cllr Mrs Anderton

Cllr Ms Blair

Cllr Chalmers

Cllr Curley

Cllr Dougherty

Cllr Hayes

Cllr Miss Hutchinson

Cllr Mrs Kendall

Cllr Pape

Cllr F Potts

Cllr H Potts

Cllr Rooke