

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Cumbria  
CA16 6YB

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## Annual Report 2016 – 2017

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## **1. Councillors**

### **1.1. Elections**

#### **Election: Thursday 7<sup>th</sup> July 2016**

An election for a Town Councillor for the Appleby Ward was advertised for election in conjunction with the Eden District Council by-election for the same ward on Thursday 7<sup>th</sup> July 2016. Unfortunately no nominations for a Town Councillor were received.

#### **Election: Thursday 4<sup>th</sup> May 2017**

An election for a Town Councillor for the Appleby Ward was advertised in conjunction with the Cumbria County Council elections on Thursday 4<sup>th</sup> May 2017. This election was uncontested and Duncan Curley, Castle Bank, Appleby-in-Westmorland, CA16 6SN being the only nomination was duly elected as Town Councillor for the Appleby Ward.

### **1.2. Resignations**

The Council accepted Cllr Smith's resignation in February 2017. Cllr Smith felt unable to continue with his commitment to the council due to changes with regard to his working hours. The Council thanked Cllr Smith for his time and enthusiasm and wished him well for the future.

### **1.3. Deaths**

The Council has been saddened with the loss of two of its former Councillors and Mayors during the year.

Cllr Keith Morgan was one of its most well respected and experienced serving Councillors and former Mayor. He passed away on Wednesday 20 April 2016 after battling cancer (aged 73).

Mrs Clare Patterson former Councillor and Mayor died suddenly at her home on Wednesday 9<sup>th</sup> November 2016 aged 55. Clare was a Councillor for many years and served as Mayor in 2008.

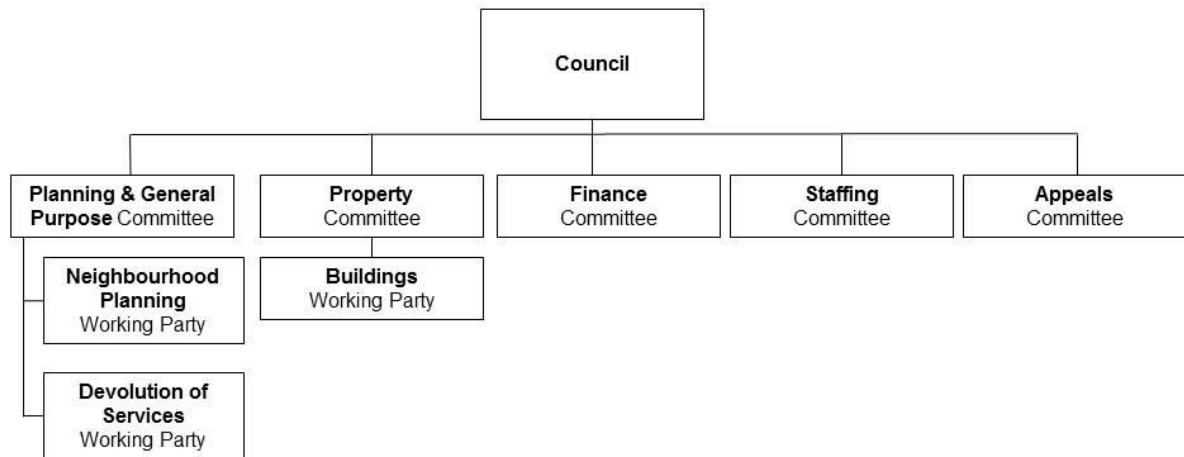
## 1.4 Councillors Contact Details

<p>Councillor Mrs D (<b>Dot</b>) <b>Anderton</b> <b>(Bongate Ward)</b> Hanging Shaw Farm, Roman Road APPLEBY-IN-WESTMORLAND CA16 6JH Telephone: 017683 <b>52389</b> hangingshawfarm@btinternet.com</p>	<p>Councillor Ms A (<b>Alison</b>) <b>Blair</b> <b>(Appleby Ward)</b> 47 Glebe Road APPLEBY-IN-WESTMORLAND CA16 6RT Telephone: 017683 <b>52243</b> ablair119@btinternet.com</p>
<p>Councillor A (<b>Andy</b>) <b>Connell</b> <b>(Bongate Ward)</b> 11 Mill Hill APPLEBY-IN-WESTMORLAND CA16 6UR Telephone: 017683 <b>51847</b> andrewconnell@hotmail.com</p>	<p>Councillor J R (<b>Jim</b>) <b>Chalmers</b> <b>(Appleby Ward)</b> Eden Dale Garths Head Road APPLEBY-IN-WESTMORLAND CA16 6TW Telephone: <b>07793 315145</b> killiekrankie@aol.com</p>
<p>Councillor Mrs J (<b>Jilly</b>) <b>Dixon-Dougherty</b> <b>(Bongate Ward)</b> 5 Midfield Mews APPLEBY-IN –WESTMORLAND CA16 6SE missjillybdixon@googlemail.com</p>	<p>Councillor D (<b>Duncan</b>) <b>Curley</b> <b>(Appleby Ward)</b> Castle Bank APPLEBY-IN-WESTMORLAND CA16 6SN Telephone: <b>07876 594747</b> duncancurley@innovatelegal.co.uk</p>
<p>Councillor G (<b>Gareth</b>) <b>Hayes</b> <b>(Bongate Ward)</b> 2 Keith Grove The Sands APPLEBY-IN-WESTMORLAND CA16 6XR Telephone: <b>07837 027421</b> drgarethhayes@hotmail.com</p>	<p>Councillor M (<b>Mark</b>) <b>Dougherty</b> <b>(Appleby Ward)</b> 5 Midfield Mews APPLEBY-IN-WESTMORLAND CA16 6SE markdoc1969@gmail.com</p>
<p>Councillor Miss S (<b>Sally</b>) <b>Hutchinson</b> <b>(Bongate Ward)</b> 33 Pembroke Street, APPLEBY-IN-WESTMORLAND CA16 6UA Telephone: 017683 <b>52971</b> sally.hutchinson33.sh@gmail.com</p>	<p>Cllr Mrs V (<b>Valerie</b>) <b>Kendall</b> <b>(Appleby Ward)</b> 7 St Anne's, Boroughgate APPLEBY-IN-WESTMORLAND CA16 6XQ Telephone: 017683 <b>53159</b> vkendall@live.co.uk</p>
<p>Councillor F (<b>Freddie</b>) <b>Potts</b> <b>(Bongate Ward)</b> 33 Rivington Park APPLEBY-IN-WESTMORLAND CA16 6UE Telephone: 07966541952 fredpotts3@aol.com</p>	<p>Councillor J A (<b>John</b>) <b>Pape</b> <b>(Appleby Ward)</b> 12a High Wiend APPLEBY-IN-WESTMORLAND CA16 6RD Telephone: 017683 <b>52148</b> Jpangler1@outlook.com <i>(one Appleby seat vacant)</i></p>
<p>Councillor H R (<b>Hugh</b>) <b>Potts</b> <b>(Bongate Ward)</b> 4 The Sands APPLEBY-IN-WESTMORLAND CA16 6XP Telephone: 017683 <b>51544</b> annepotts@btconnect.com</p>	<p>Cllr S (<b>Stan</b>) <b>Rooke</b> <b>(Appleby Ward)</b> 22 Boroughgate APPLEBY-IN-WESTMORLAND CA16 6XB Telephone: 017683 <b>52864</b> r.rooke@btopenworld.com</p>
	<p><i>(one seat vacant Appleby Ward &amp; one seat vacant in Bongate Ward)</i></p>

## 1.5 Council Structure



### Appleby-in-Westmorland Town Council Structure



November 2016



### Appleby-in-Westmorland Town Council Committee Membership

Finance	Planning & General Purpose	Property	Staffing	Appeals
Cllr Mrs Anderton	Cllr Ms Blair	Cllr Mrs Anderton (Chair)	Cllr Mrs Anderton	Cllr Mrs Dixon – Dougherty
Cllr Ms Blair	Cllr Chalmers	Cllr Ms Blair	Cllr Ms Blair	Cllr Pape
Cllr Chalmers (Vice Chair)	Cllr Connell (Vice Chair)	Cllr Connell	Cllr Connell	Cllr H Potts
Cllr Mrs Dixon – Dougherty (Chair)	Cllr Dougherty	Cllr Dougherty (Vice Chair)	Cllr Miss Hutchinson	
Cllr Mrs Kendall	Cllr Hayes	Cllr Mrs Kendall	Cllr Rooke	
Cllr Pape (Mayor Ex Officio)	Cllr Miss Hutchinson (Chair)	Cllr Pape (Mayor Ex Officio)		
Cllr F Potts	Cllr Pape (Mayor Ex Officio)	Cllr F Potts		
Cllr H Potts	Cllr Rooke (Deputy Mayor Ex Officio)	Cllr H Potts		
Cllr Rooke (Deputy Mayor Ex Officio)		Cllr Rooke (Deputy Mayor Ex Officio)		

February 2017



## Appleby-in-Westmorland Town Council

### Working Party Membership

#### Working Parties that Report to the Planning & General Purpose Committee

##### Neighbourhood Planning

Cllr Chalmers  
Cllr Connell  
Cllr Pape  
Cllr H Potts

##### Devolution of Services

Cllr Chalmers  
Cllr Connell  
Cllr Miss Hutchinson  
Cllr Mrs Kendall  
Cllr Pape  
Cllr H Potts

#### Working Parties that Report to the Property Committee

##### Buildings

Cllr Mrs Dixon-Dougherty  
Cllr Dougherty  
Cllr Mrs Kendall  
Cllr F Potts

**Notes:** Working parties will be formed and dissolved to deliver a specific task or project as and when required.

February 2017



## Appleby-in-Westmorland Town Council

### Outside Body Membership

AGE CONCERN APPLEBY	- Cllr H Potts, Cllr Rooke
APPLEBY CHAMBER OF TRADE	- Cllr Chalmers, Cllr H Potts
APPLEBY COMMUNITY ACTING TOGETHER	- Cllr Miss Hutchinson
APPLEBY COMMUNITY FLOOD RESILIENCE GROUP	- Cllr Chalmers, Cllr F Potts
APPLEBY FLOOD RELIEF FUND	- Cllr Chalmers, Cllr Rooke
APPLEBY GRAMMAR SCHOOL FOUNDATION GOVERNORS	- Cllr Mrs Anderton
APPLEBY TOWN BAND	- Cllr Pape( <i>ex officio as Mayor</i> ), Cllr H Potts
APPLEBY TRAINING & HERITAGE CENTRE	- Cllr Hayes
APPLEBY TRANSPORT GROUP	- Cllr Connell
DOROTHY CHAPMAN TRUST	- Cllr Mrs Anderton, Cllr Pape
EDEN ASSOCIATION OF LOCAL COUNCILS	- Cllr Mrs Kendall
HANNAH KENNINGTON CHARITY	- Cllr Mrs Dixon-Dougherty, Cllr Potts, Cllr Rooke
INGRAM DAWSON CHARITY	- Cllr Mrs Anderton, Cllr Ms Blair, Cllr Pape
NEW FAIR COMMITTEE	- Cllr Mrs Anderton, Cllr H Potts
573 BUS SERVICE	- Cllr Connell, Cllr Mrs Kendall

May 2016

## 1.6 Attendance

April 2016 to March 2017

Name	Council (14 Meetings as %)	Finance (12 Meetings as %)	Planning & General Purpose (12 Meetings as %)	Property (12 Meetings as %)	Staffing (1 Meeting as %)
Cllr Mrs Anderton	86%	100%		100%	100%
Cllr Ms Blair	71%	100%	100%	100%	100%
Cllr Chalmers	71%	67%	67%		
Cllr Connell	93%		83%	83%	100%
Cllr Mrs Dixon-Dougherty	79%	92%			
Cllr Dougherty	57%		83%	83%	
Cllr Hayes	93%		58%		
Cllr Miss Hutchinson	93%		83%		100%
Cllr Mrs Kendall	71%	83%		83%	
Cllr Pape	93%	100%	100%	100%	100%
Cllr F Potts	50%	42%		42%	
Cllr H Potts	79%	67%		67%	
Cllr Rooke	64%	58%	58%	58%	100%

## 1.7 Mayor Elect 2017 – 2018

At the meeting of the Council held on Wednesday 22<sup>nd</sup> March 2017 Cllr H Potts thanked Cllr Pape on behalf of the Council for his time as Mayor and asked him if he wished to continue for the next Civic Year. Cllr Pape replied that whilst he had enjoyed his time as Mayor, due to other commitments he did not wish to continue. Cllr H Potts proposed Cllr Rooke should be the next Mayor following his long service on the Council. Cllr Rooke thanked Cllr H Potts but declined the offer for health reasons. Cllr H Potts then proposed Cllr Connell who replied he was very sad that Cllr Rooke couldn't stand this year but would willingly accept the position and this was seconded by Cllr Rooke and was unanimously agreed. Cllr H Potts and Cllr Connell both commented that a few moments should be taken to remember the late Cllr Morgan who would have been the ideal candidate. It was **RESOLVED** that Cllr Connell be Mayor Elect for the next Civic Year. Cllr Connell thanked the Council for their support and said that he was looking forward to being Mayor.

## 2. Mayoral Activities

Cllr Pape and the Mayoress attended a number of events during the civic year, including:

- Annual Meeting of Appleby Town Council on Wednesday 11<sup>th</sup> May 2016
- Appleby Rotary Club's Vintage Car Rally and Edenside March on Saturday 14<sup>th</sup> May 2016
- Mayor's Civic Service on Sunday 15<sup>th</sup> May 2016
- Annual Meeting of Kendal Town Council on Thursday 19<sup>th</sup> May 2016
- Eden District Scouts AGM on Tuesday 8<sup>th</sup> June 2016
- Armed Forces Day on Saturday 25<sup>th</sup> June 2016
- Appleby Rotary Club Fun Run on Sunday 26<sup>th</sup> June 2016
- Duke of Lancaster's Regiment Battle of the Somme Service on Friday 1<sup>st</sup> July 2016
- Visit to Emma's Building at Appleby Primary School and the launch of Appleby Archaeology's Dig Appleby Project on Friday 8<sup>th</sup> July 2016
- Appleby Carnival on Saturday 9<sup>th</sup> July 2016
- St Anne's Garden Party on Sunday 10<sup>th</sup> July 2016

- Mayor's Coffee Morning on Saturday 16<sup>th</sup> July 2016
- Service of Thanksgiving following the Floods on Sunday 17<sup>th</sup> July 2016
- Appleby Agricultural Show on Thursday 11<sup>th</sup> August 2016
- Cancer Research Race for Life on Saturday 3<sup>rd</sup> September 2016
- Tour of Britain Cycle Race at Carlisle on Monday 5<sup>th</sup> September 2016
- Westmorland County Show on Thursday 8<sup>th</sup> September 2016
- Women's Section of the Royal British Legion on Saturday 10<sup>th</sup> September 2016
- Heritage Weekend on Saturday 10<sup>th</sup> & Sunday 11<sup>th</sup> September 2016
- Ahmariyya Muslim Youth Association on Sunday 9<sup>th</sup> October 2016
- Re-opening of guide Hut on Sunday 16<sup>th</sup> October 2016
- Launch of the Poppy Appeal on Thursday 27<sup>th</sup> October 2016
- Re-opening of King George V playing field on Saturday 29<sup>th</sup> October 2016
- Festival of Fire and Light on Saturday 29<sup>th</sup> October 2016
- Remembrance Event on Friday 11<sup>th</sup> November 2016
- Remembrance Parade and Service on Sunday 13<sup>th</sup> November 2016
- Judges Service, Carlisle on Tuesday 15<sup>th</sup> November 2016
- Celebrating Success at Appleby Grammar School on Friday 18<sup>th</sup> November 2016
- Sparkle Day on Saturday 26<sup>th</sup> November 2016
- Friday Club Party on Saturday 16<sup>th</sup> December 2016
- Appleby Air Training Corp Squadron Dinner on Wednesday 14<sup>th</sup> December 2016
- Service for Revd. Peter Boyles on Saturday 11<sup>th</sup> February 2017
- Tornado Steam Train on Tuesday 14<sup>th</sup> – Thursday 16<sup>th</sup> February 2017
- Mayor's Annual Senior Citizens lunch on Thursday 2<sup>nd</sup> March 2017
- Opening of Walkers Funeral Directors on Tuesday 14<sup>th</sup> March 2017
- Launch of Appleby Heritage Action Zone on Monday 20<sup>th</sup> March 2017
- Re-opening of Carlisle to Settle railway at Armthwaite on Thursday 30<sup>th</sup> March 2017
- Attended Appleby Station to see Flying Scotsman on Friday 31<sup>st</sup> March 2017
- Launch of [www.visitappleby.com](http://www.visitappleby.com) website on Thursday 6<sup>th</sup> April 2017
- Visit by HRH The Prince of Wales on Tuesday 11<sup>th</sup> April 2017
- Royal British Legion Poppy Collection Prize Giving on Tuesday 11<sup>th</sup> April 2017
- Appleby Rotary Club annual Dinner on Friday 21<sup>st</sup> April 2017
- Town Meeting on Wednesday 26<sup>th</sup> April 2017

### 3. Council Administration

#### 3.1. Starters and Leavers

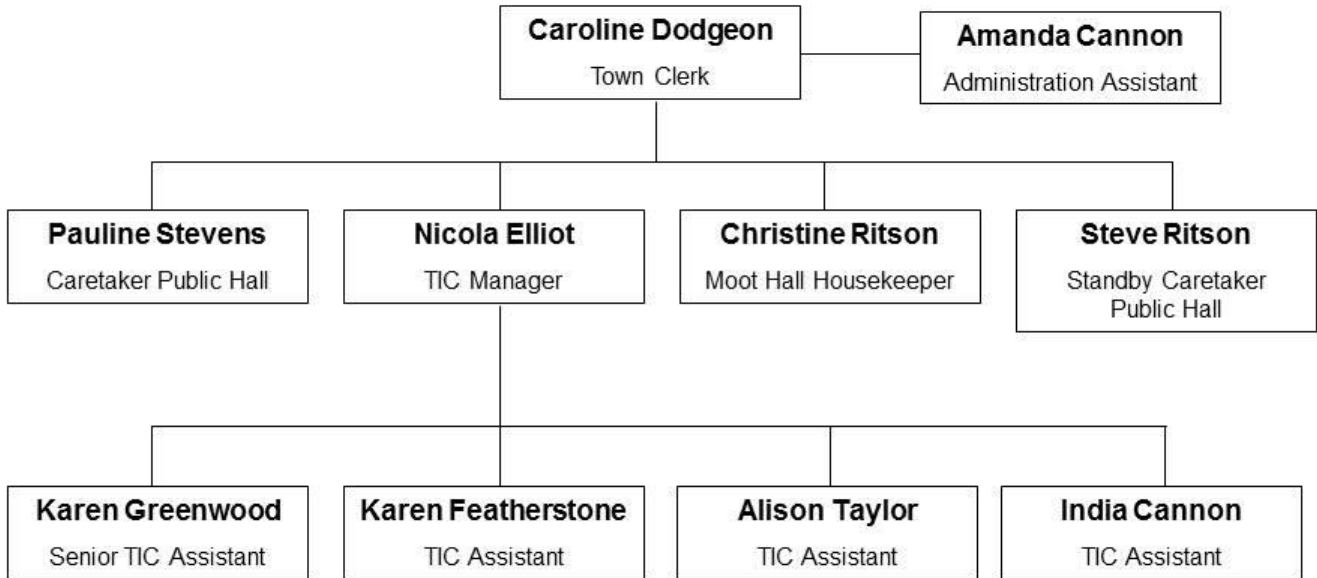
Starters	Leavers
India Cannon – TIC Assistant March 2017	Kinga Wiatrowska : TIC Assistant September 2016



### 3.2 Organogram



## Appleby in Westmorland Town Council Organisational Structure



March 2017

### 3.3 Training

Training courses completed in the year include:

- Yorkshire Dales National Park tourism familiarisation day
- Website training
- Eden Tourism Summit
- Social Media workshop
- Ullswater Steamers Marketing day

### 3.4 Correspondence April 2016 to March 2017

Type of Correspondence:	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Bookings	20	13	11	19	16	21	5	19	15	21	31	24
Correspondence	291	292	366	239	229	273	192	215	209	272	275	343
Finance	90	65	147	112	99	99	72	101	58	56	69	72
Information	0	2	0	4	4	0	9	10	6	0	1	11
Planning	5	31	14	9	16	10	16	11	15	15	8	25
<b>Total of each Month:</b>	<b>406</b>	<b>403</b>	<b>538</b>	<b>383</b>	<b>364</b>	<b>403</b>	<b>294</b>	<b>356</b>	<b>303</b>	<b>364</b>	<b>384</b>	<b>475</b>
Emails:	352	323	429	301	295	329	232	282	243	251	328	421
Letters:	54	80	109	82	69	74	62	74	60	113	56	54
Received:	244	281	333	239	255	260	218	229	187	324	271	329
Sent:	162	122	205	114	109	143	76	127	116	40	113	146

There were a total of **4673** items of correspondence sent or received in the year. This is an increase of 137 items compared to the previous year.

### **3.5 Pensions Act 2008**

In accordance with the Pensions Act 2008 the Council has established a pension scheme for all eligible employees. The requirements for the Council to provide a pensions scheme for employees came in effect on 1<sup>st</sup> August 2016.

### **3.6 Council Leaflet**

In January 2017 a leaflet from the Council was circulated with every copy of the Heart of Eden Newsletter. The leaflet includes information on what the Council does together with details of what other authorities such as Eden District Council and Cumbria County Council are responsible for. Other information includes Councillor Contact details and Council meeting dates. The leaflet has been well received.

## **4. Council Activities**

### **4.1. Events**

**Armed Forces Day on Saturday 25<sup>th</sup> June 2016** was marked by the flying of the Armed Forces Flag and a brief ceremony outside the Moot Hall.

**Heritage Open Days on Saturday 10<sup>th</sup> and Sunday 11<sup>th</sup> September 2016** the Council Chamber in the Moot Hall was open as part of a national festival celebrating England's local history. Over the two days there were a total of nearly 90 visitors including a representative from the Imperial War Museum who noted the names of those who fell in World War I.

**Poppy Bus on Thursday 27<sup>th</sup> October 2016** visited the Moot Hall to launch the poppy appeal.

**Remembrance Service on Friday 11<sup>th</sup> November 2016** a brief service of remembrance was held outside the Moot Hall at 11am.

**Remembrance Parade on Sunday 13<sup>th</sup> November 2016** Councillors together with members of the British Legion and uniformed group attended a service at St Lawrence's Church.

### **Visit by HRH Prince of Wales on Tuesday 11<sup>th</sup> April 2017**

On 11 April Appleby was honoured by a return visit from the Prince of Wales, who was anxious to see for himself the extent to which we have recovered from the floods. His Royal Highness spent more than an hour close to the town bridge meeting the public and uniformed organisations and in the Sands Methodist Church Hall where he was introduced to a range of officers, community representatives including individuals and businesses that had been flooded. His interest in and concern for Appleby is greatly appreciated.

### **4.2 Planning & General Purpose Committee**

#### **4.2.1 Planning Applications**

The Council was consulted and considered 46 planning applications in the year.

#### **4.2.2 Edenside Residential Care Home**

The Council together with the Cumberland and Westmorland Herald launched a campaign to "Bring Edenside Home" in March 2016. The campaign included a petition of over 2000 signatures and a protest march on Saturday 14<sup>th</sup> May 2016 attended by more than 300 people together with local MP Rory Stewart. The Council submitted an application to list Edenside as an asset of community value to Eden District Council and it was duly listed on Tuesday 6<sup>th</sup> September 2016. This gives the community six months to find the funding to purchase the building from County Council before it can be sold elsewhere. The County Council decided to hold a formal consultation to consider the future of Edenside. Their consultation reports that 89.9% of those who participated wanted Edenside to reopen and the residents allowed to return to their home. The County Council made the decision to close Edenside on Thursday 22<sup>nd</sup> September 2016

despite a presentation from the Council and a number of residents and members of the community attending the meeting at County Hall in Kendal. This decision was subsequently “called in” but the outcome remained unchanged. The Council offered to purchase the building from the County Council for the same sum that they originally sold the land. This offer was declined. The Council formally complained to the County Council regarding the standard of their report upon which the decision to close the home was made and subsequently tried to appeal to the Local Government Ombudsman only to be advised that our complaint could not be determined as the Council is a public body. The Council has asked the County Council a number of times what are their plans for the future of the building but are repeatedly told that they are still considering their options.

#### **4.2.3 563 Bus Service**

On Thursday 22<sup>nd</sup> September 2016 the Council received notification that Grand Prix Coaches would be ceasing operation of the 563 service on 11<sup>th</sup> November 2016. Following considerable of pressure from the Council and other interested parties it was agreed to maintain the service until the school’s finished for Christmas. The voluntary group “Friends of Eden Public Transport” have and continue to lobby hard with other operators to take on the route. Cumbria Classic Coaches provide a shopper service on a Tuesday.

#### **4.2.4 Royal Garden Party: Tuesday 23<sup>rd</sup> May 2017**

In January 2016 Cllr Mrs Anderton was selected by the Cumbria Association of Local Councils to attend a Royal Garden Party at Buckingham Palace on Tuesday 23<sup>rd</sup> May 2017.

#### **4.2.5 Local Delivery of Services**

Discussions recommenced on the Local Delivery of Services with Eden District Council in November 2016. A number of assets and services are being discussed with a view to the Council taking responsibility including: Market Arcade Toilets, Broadclose Car Park and Toilets, the Riverside Shelters and lighting, play areas at King George V, Coronation Park, Barrowmoor and Scattergate. It is believed that funding from Eden District Council will be provided for the operation and maintenance of services on a sliding scale over the first four years of operation. It is hoped that discussions will be concluded prior to the start of the next financial year. The community will be consulted before any decision is made by the Council.

#### **4.2.6 Heritage Action Zone**

The conservation area in Appleby has been chosen as one of the first Heritage Action Zones (HAZ) - the only one in North West of England. Ten villages, towns and cities across England have been selected for their historical significance and promise by Historic England.

The HAZ is a five year project based on a partnership between Historic England, Eden District Council and Appleby Town Council, who are working together with the local community to use the power of Appleby’s heritage to boost the local economy. The overall investment over five years is estimated to be £1,650,000, with Historic England contributing £750,000.

Since the flooding in 2015, Appleby has been designated a Conservation Area at Risk and several buildings feature on the Heritage at Risk Register.

The aims of the Appleby HAZ are:

- Improving shop fronts improved in the conservation area
- Repairing and restoring a number of listed or scheduled buildings At Risk in the conservation area
- Consideration and contribution towards a flood resilience plan
- Assisting the community to produce a Neighbourhood Plan
- Increasing visitor numbers to Appleby
- New jobs created by reducing the number of vacant shops
- Exploring opportunities for tourism with the owners of Appleby Castle and use of the Castle grounds
- Enhanced tourist information resources in the Tourist Information Centre and around the town
- A conservation area appraisal and management plan is to be produced for Appleby conservation area

#### **4.2.7 Neighbourhood Development Plan**

Following a public meeting held on Wednesday 25th November 2015 to explain what the plan is and how the process will work a number of people volunteered to be part of the Steering Group that will develop the plan. Unfortunately due the flooding in December 2015 the first meeting of the Steering group has yet to take place. The Neighbourhood Development Plan will now progress as part of the HAZ project.

#### **4.2.8 Local Council Award Scheme**

In December 2016 the Council received accreditation with the Local Council Award Scheme, achieving Foundation Level. The new Local Council Award Scheme has been designed to celebrate the successes of the very best local councils. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement. It is understood that the Council is only the 2nd Council in Cumbria to achieve the award.

#### **4.2.9 New Website and Tourist Industry Familiarisation Day**

The Council has launched a new website aimed at visitors to the town. The website address is [www.visitappleby.com](http://www.visitappleby.com). The website was designed and developed by Appleby Community Enterprises (ACE) and funded by a grant from the Cumbria Local Enterprise Partnership (Cumbria LEP), administered through Eden District Council. The website address is now being prominently displayed on a banner outside the Moot Hall in Appleby. The launch event on Thursday 6th April 2017 was attended by representatives from the tourism industry across Cumbria and the Yorkshire Dales and included a tasting session of local produce supplied by award winning Low Howgill Butchers and Deli, Made by Sarah, Appleby Creamery, Appleby Bakery, Appleby Brewery and High Cup Winery. Guests were also able to enjoy a historical guide to the town by Blue Badge Guide Ron Smith and a tour of Appleby Castle.

#### **4.2.10 Flood Recovery**

The Council continues to work with all the responsible authorities to ensure the town continues to recover from the flooding of 2015. Karen Greenwood has attended the Eden Flood Recovery Group meetings on behalf the Council. The Council is looking forward to receiving details from the Environment Agency with regard to future flood defence and resilience measures for the town.

The Council would like to thank Appleby Rotary Club who distributed goodie bags at Christmas to those who had been affected by the floods. The goodie bags were provided by Eden Flood Volunteers (CERT UK).

Darren Rogers, amateur meteorologist from Morland, has presented the Council with a copy of his personally compiled research on flooding in Appleby, with particular reference to December 2015. The Council have been impressed with the amount of work involved and will ensure that Darren is involved in future flooding considerations.

### **4.3 Property Committee**

#### **4.3.1 Moot Hall**

The Council appointed Blackett-Ord Conservation Engineering to undertake a Condition Survey + Stage One Outline Repair Proposals for the Moot Hall. The report was part funded by Historic England. The report details all the elements of work required to return the building to good condition including repairs to the roof and guttering, the removal and replacement of the render, work to restore the window frames and doors and measures to prevent water ingress to the foundations. The Council will work with Historic England to develop a scheme to deliver the repairs most likely to include an application to the Heritage Lottery Fund.

#### **4.3.2 Public Hall**

Improvements to the lighting in the upstairs and downstairs foyers were undertaken in March 2017.

The Remote Cinema group have acquired funding to install a permeant cinema screen in the Public Hall. The Screen was installed in April 2017. Further funding will need to be raised for the purchase of a projector.

#### **4.3.3 Dowpitts Wood**

ARBMap have been instructed to undertake a survey of Dowpitts Wood. Trees with a diameter of more than 30cm will be tagged, surveyed and a risk assessment and management plan developed. The work is due to commence in April 2017.

#### **4.3.4 Cloisters**

Re-paving of the cloisters following damage caused by the flooding in 2015 is scheduled to be carried out in May. The area around and through the main gates to St Lawrence's will be closed while work is in progress. The work is planned to start on 15th May 2017 and last for up to 2 weeks.

#### 4.4 Council Action Plan 2016 - 2017

<b>Council</b>		
<b>Action</b>	<b>Description</b>	<b>Target / Completed</b>
Council Training	Administration Assistant to attend Clerk's Induction and Local Council Finance training	March 2017 / <b>to be completed</b>
Press and Media Policy	Update Press and Media Policy to include section on social media	November 2016 / <b>January 2017</b>
Local Delivery of Services	Participate in EDC's Local delivery of services pilot scheme	March 2017 / <b>in progress</b>
Neighbourhood Development Plan	Establish Steering Group to progress Neighbourhood Development Plan	October 2016 / <b>in progress</b>
Minutes	Consolidate Council Meetings 1974 – to date	March 2017 / <b>to be completed</b>
Papers and Records	Review papers and records stored in Moot Hall loft	December 2016 / <b>in progress</b>
Six Month Internal Audit	Introduce an internal six month audit	September 2016 / <b>December 2016</b>
Business Continuity Plan	Develop business continuity plan	December 2016 / <b>to be completed</b>
Certificate in Local Council Administration	Clerk to achieve Certificate in Local Council Administration	March 2017 / <b>in progress</b>
Local Council Award Scheme	Submit evidence to achieve foundation level	October 2016 / <b>December 2016</b>
<b>Finance</b>		
Financial Regulations	Revise Financial Regulations in accordance with NALC template January 2016	March 2017 / <b>September 2016</b>
Grant Application	Submit grant application Cumbria Community Foundation to cover additional expenditure as a result of the floods	October 2016 / <b>to be completed</b>
Charity Accounts	Submit Trustee information to Blackrock and open new Cumberland Accounts	September 2016 / <b>March 2017</b>
Pensions	Deliver Pensions in accordance	August 2016 / <b>November 2016</b>

	with legislation	
Insurance	Go to market for new 3 year insurance deal	July 2016 / <b>July 2016</b>
Lift Service and Maintenance Contract	Go to market for new 3 year contract	August 2016 / <b>July 2016</b>
<b>Buildings</b>		
Buildings Surveys	Complete surveys on all Council owned buildings	March 2017 / <b>to be completed</b>
Cloisters: Paving	Relay paving following the flooding of December 2015	October 2016 / <b>May 2017</b>
Cloisters: Flood Resilience	Submit application for flood resilience measures	September 2016 / <b>March 2017</b>
Dowpitts Wood : Condition Survey	Complete condition and maintenance survey of Dowpitts Wood	September 2016 / <b>April 2017</b>
Fair Hill: Remove Fence	Remove fence from tree plantation	November 2016 / <b>to be completed</b>
Market Arcade: Clean Front	Clean front elevation of Market Arcade	October 2016 / <b>to be completed</b>
Moot Hall: Condition Survey	Complete condition survey of Moot Hall	December 2016 / <b>December 2016</b>
Public Hall: Roof	Undertake repair to roof to prevent leaking	September 2016 / <b>October 2016</b>
Public Hall: Lighting	Improve lighting on landing and foyer	October 2016 / <b>March 2017</b>
<b>Community</b>		
Alice Palmer's Trees	Plant trees in memory of Alice Palmer	October 2016 / <b>to be completed</b>
Edenside Residential Home	Apply to list Edenside Residential Care Home as an asset of community value	June 2016 / <b>June 2016</b>
Flooding	Continue to work with authorities in the aftermath of December's floods	Ongoing
<b>Tourism</b>		
Visit Appleby Website	Work with Appleby Community Enterprises to develop new tourism website	September 2016 / <b>April 2017</b>

Appleby Leaflets	Distribute 20,000 Appleby Leaflets	July 2016 / <b>July 2016</b>
Yorkshire Dales National Park	Develop relationship and opportunities	August 2016 / <b>in progress</b>
Eden Valley Map / guide	Revise and reprint Eden Valley map / guide	March 2017 / <b>April 2017</b>
Settle to Carlisle Railway Line	Work with Settle to Carlisle Railway Line and train operators following landslip	March 2017 / <b>March 2017</b>



## 5. Finance

### 5.1 Precept 2017-2018

The estimated CTRS for 2017 – 2018 was £2,074 the confirmed amount is **£2,077**.

Precept value 2017 – 2018 of **£74,937**

Total value of £77,014

The Council Tax Base for 2017 – 2018 is **1086.05**

Giving a Band D precept of **£69** – no increase since 2014

Calculation: £74,937 divided by 1086.05 = £69.

### 5.2 Balance Sheet at 31st March 2017

	2017	2016
<b>Long Term Assets</b>		
Cumberland Account	70,907	70,293
<b>Current Assets</b>		
Barclays Accounts	25,692	13,409
TIC Stock	7,923	8,204
VAT Liability	953	2,778
Debtors	2,381	1,900
Prepayments	2,286	2,675
Petty Cash	158	127
	39,393	29,092
<b>Current Liabilities</b>		
Creditors	871	5,482
	871	5,482
<b>Current Assets less Current Liabilities</b>	109,429	93,903
<b>Total Assets</b>	<b>109,429</b>	<b>93,903</b>
<b>Capital &amp; Reserves</b>		
Reserves	93,902	73,691
P & L Account	15,527	17,478
	<b>109,429</b>	<b>93,903</b>

### 5.3 Profit and Loss Summary at 31st March 2017

	2017	2016
<b>Income</b>		
Precept	72,659	71,924
Council Tax Reduction Scheme	3,053	5,511
Recycling	1,400	1,400
Other income	10,343	49,822
Fair Hill	3,450	3,450
Rent	19,219	18,106
Interest	755	337
	110,881	150,550
TIC	24,969	26,832
Public Hall	13,139	17,038
Administration & Property	57,246	103,946
	95,354	147,816
<b>P &amp; L Account</b>	<b>15,527</b>	<b>2,734</b>

## 5.4 Town Council Charity Accounts 2016 – 2017

### 5.4.1 Charity of Mrs Hannah Kennington (Deceased) 503022

Opening Balance (01/04/2016):	£19236.00
Income:	£897
Expenditure:	£2,000
<b>Closing Balance (31/03/2017):</b>	<b>£18133.00</b>
<b>Capital Investment Value (05/10/2016)</b>	<b>£10,922.90</b>

Trustees: Cllr Mrs Dixon – Dougherty, Cllr H Potts, Cllr Rooke  
 BlackRock signatories: Cllr Mrs Dixon-Dougherty, Cllr Rooke

### 5.4.2 The Ingram Dawson Legacy 215561

Opening Balance (01/04/2016):	£11155.00
Income:	£719.00
Expenditure:	£0.00
<b>Closing Balance (31/03/2017):</b>	<b>£11,874.00</b>
<b>Capital Investment Value (05/10/2016)</b>	<b>£6,916.91</b>

Trustees: Cllr Ms Blair, Cllr Mrs Anderton, Cllr Pape,  
 BlackRock Signatories: Cllr Mrs Anderton, Cllr Pape

### 5.4.3 Dorothy Chapman

Opening Balance (01/04/2016):	£2,333
Income:	£39
Expenditure:	£600
<b>Closing Balance (31/03/2017):</b>	<b>£1,767</b>

Appleby Carnival & Sports £600.00 towards town carnival  
 Signatories: Cllr Mrs Anderton & Cllr Pape

### 5.4.4 573 Bus Service

Opening Balance (01/04/2016):	£3127.00
Income:	£269
Expenditure:	£1,500
<b>Closing Balance (31/03/2017):</b>	<b>£1,896.00</b>

Signatories: Cllr Connell & Cllr Mrs Kendall

### 5.4.5 Grants Awarded 2016 – 2017

July 2016	Appleby Carnival and Sports	Contribution towards Carnival	£600
September 2016	1st Appleby Scouts	Contribution towards Scout Hut refurbishment	£2,000
November 2016	Appleby Community Acting Together	Contribution towards Christmas Lights	£2,000
November 2016	St Lawrence's PCC	Heart of Eden Newsletter	£650
January 2017	Great North Air Ambulance	Donation	£250

## 5.5 Appleby Flood Relief Fund

Opening Balance (01/04/2016):	£16,777
Income:	£13,862
Expenditure:	£22,828
<b>Closing Balance (31/03/2017):</b>	<b>£7,811</b>

Trustees: Cllr Rooke, Cllr Chalmers, Revd. Sarah Lunn, Mr John Tillotson, Mrs Liz Harrison, Mrs Jenny Banks