

# ASPATRIA TOWN COUNCIL

**DRAFT Minutes of Aspatria Town Council Extraordinary Meeting held on Tuesday 2<sup>nd</sup> May 2023  
at 6.00 p.m.  
at the Methodist Church Hall, Aspatria.**

**PRESENT:** Councillor A Maxwell (Chair)

**Councillors:** Cllr S Maxwell, Cllr K Thurlow, Cllr A Hankin, Cllr K Smith, Cllr M Rose, Cllr B Blackburn

**Also in Attendance:** Mrs K Cooper (Town Clerk), Ms S Hullock (RFO)

## Minutes

Item		Action
<b>1. Apologies:</b> To receive and accept apologies and note the reasons for absence.	Cllr D McRea – Other commitments Cllr R Gregory – Illness Cllr A Reay – Illness	
<b>Mayors Announcement:</b>	Cllr Maxwell thanked the Councillors who were present for attending the extraordinary meeting and thanks was also given to members of the public who had given up their time to attend. Cllr Maxwell stated that following advice from CALC, as the meetings are public meetings which are held in a public place they are allowed to be recorded and published. Recordings are only to be permitted once the meeting has been opened by the Chair and any members of the public not wishing to be filmed are not shown on camera, this includes any person under the age of 18 and any vulnerable adults present. Apologies were given by the Council and Councillors present for events that occurred at the last meeting held on 25 <sup>th</sup> April 23, especially to the representative from a previous contracted supplier of the Council.	
<b>2. Declarations of Interest:</b> Members are invited to make any declarations of Pecuniary Interest (other than those recorded on their Notification of Pecuniary Interests or other Registerable Interests) relating to any items on the agenda.	None	
<b>3. Delegation of Powers:</b>	Cllr Maxwell explained following events that have arisen in the previous weeks as of 4 <sup>th</sup> May the Council with the current Councillors ceases to exist due to the nomination forms not being submitted to the election's office by the closing date. The Election Officer at Cumberland Council has been liaising with the Town Clerk to rectify this issue. Nominations of Election are to be sent to the Clerk who will circulate these around the town and on the Council website, which gives	

	<p>information for any members of the public wishing to apply to become a Councillor. Once the forms are completed these are to be returned by hand to Allerdale House by the closing date. The Delegation of Powers are being put in place so the council can still function daily without Councillors until the newly formed council is elected. We have been instructed by CALC the powers can be held by the Town Clerk and the RFO until this time. The Town Clerk provided all Councillors with the Delegated Authority Policy, which is also on the website for the public to view. Cllr Maxwell addressed the Councillors and asked them to vote if they were in favour of the policy. All agreed. The Town Clerk and the RFO received Delegated Powers on 02.05.23 to run the council as per the policy.</p>	
<p><b>4. Financial Matters:</b></p>	<p><b>EXPENDITURE AND INCOME SCHEDULE MARCH 2023</b></p> <p>The RFO explained that this was a summary of the expenditure previously approved by Councillors and also detailed income received during March 2023. The schedule shows expenditure totalling £7,276.75 including VAT. As well as the usual monthly expenditure of heating, lighting, water, staffing costs and fuel, the Caretakers van also had a service, MOT and was taxed. Work was also carried out on the monument wall and brae lamp.</p> <p>Income for March amounted to £3,008.64 and was made up mainly from allotment rents received as well as funding from Allerdale for a commemorative bench. Interest for the year is also shown.</p> <p><b>RESOLVED</b> that the income and expenditure detailed for March 2023 in the attached schedule be approved and accepted.</p> <p><b>BANK RECONCILIATION FOR MARCH 2023</b></p> <p>The RFO reported that the year end bank balance as at 31 March 2023 was £63,609.34 after outstanding cheques. It was explained that this figure will feed into the 2022/23 year end accounting statements of the Annual Governance and Accountability Return which are subject to various audits. These audit reviews are carried out by independent bodies to ensure a full and transparent audit trail exists governing the Council's financial transactions from source documentation to approval of payments as well as evidence of value for money/best value being sought.</p> <p><b>RESOLVED</b> that the circulated Bank Reconciliation and Statements be confirmed and accepted as a true record for the end of the</p>	

	<p>22/23 financial year</p> <p><b>QUARTER 4 BUDGET MONITORING</b></p> <p>The RFO explained that the monitoring report enables a review of the Council's actual spending and income in comparison to that which was budgeted for within various approved headings. This monitoring highlights any potential areas of concern allowing for corrective action to be taken.</p> <p>The report presented was the last monitoring report for the 2022/2023 financial year and covers April 2022 to March 2023. Throughout the year, the Council have already discussed the variances which have been highlighted in this report, and agreed virements in accordance with the Council's Financial Regulations. In addition, since the financial implications of decisions taken by the Council are discussed at meetings prior to being approved, Councillors are aware of instances when they have approved the use of balances or additional funding received, which is not ring fenced. The RFO gave an overview of the net position at the end of the year explaining that the Council have made a £8,376.88 contribution from balances.</p> <p><b>RESOLVED</b> that the expenditure and income monitoring report for the final quarter to March 2023 be accepted and approved with Councillors agreeing the virements made within the report</p> <p><b>ASSET REGISTER FOR 2022/2023</b> The RFO explained that the net increase of the Council assets during 2022/23 amounted to £11,236. This was due to the purchase of the new mower and some hedge cutters. <b>RESOLVED</b> that the circulated Asset Register be confirmed and accepted as a true record for the end of the 22/23 financial year. It was noted that the value of the Council's assets as of 31st March 2023 is £406,849.62. This will be reported in the year end accounting statement.</p> <p><b>STANDING ORDERS AND FINANCIAL REGULATIONS</b> The RFO requested that these two items be deferred until the next meeting of the newly formed Council. <b>RESOLVED</b> that these two items be deferred and added to the agenda for discussion and agreement by the newly formed Council.</p>	
<p><b>5. Minutes of Aspatria Town Council Meeting held 21<sup>st</sup> March 2023: To</b></p>	<p>Approved.</p>	

authorise the Chairman to sign, as a correct record, the minutes of the meeting held by Aspatria Town Council on Tuesday 21 <sup>st</sup> March 2023.		
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**The meeting ended at 6.30pm**

