



CARNFORTH TOWN COUNCIL

ACTION PLAN 2016/17

Introduction

Welcome to Carnforth Town Council's Action Plan for 2016/17

This document gives an overview of 2015/16 and sets out how, over the next 12 months we will work to retain and enhance the Market Town of Carnforth, Lancashire and to ensure it remains an attractive place to live, work and visit.

The plan outlines the Town Council's priorities over the next year, and sets out how we will use our resources to best effect.

Review of 2015

May 2015 saw the election of a Council of 8 elected Town Councillors and later in the year, 4 co-opted Crag Bank Councillors. There were 8 newly elected and co-opted Councillors and provided the opportunity for a real change in the work of the Council. This opportunity has been taken wholeheartedly and the involvement of the Full Council is summed up in a few words. We have decided that an opportunity exists for the Council to devolve decision-making to the 3 newly-named Committees of Council: Finance and Governance, Asset Management and thirdly, Tourism, along with new Terms of Reference (yet to be finalised) for each Committee and defining the role of the Chairman who reports monthly to Full Council and the opportunity for scrutiny of decision-making by the Committee by non-Committee members. We intend to add a meeting in August to the annual calendar in order to ensure our commitments are fully met. In addition, we hope that this will result in decisions being made which allow for expedience in undertaking work required or improving work through the allocation of a small budget. An improvement is perceived by more detail being examined by the Committee (5 members) than in a Full Council of 12.

A major advantage will also be improvement to the communication between Councillors, Council and the citizens of Carnforth Town through the introduction of an active, up-to-

date, website and Facebook page as well as an events newsletter produced and delivered twice per year.

We intend to work closely with other major Organisations in the Town, the Chamber of Trade, the Station Heritage Centre and the newly formed Carnival Committee. We also wish to provide some finance to organisations through a Grants and Donations Policy making available Grants of up to £500 for projects in the Town environs and Donations of up to £50 for any organisation seeking some financial support towards it's continuation and activity. In addition, the Council is deeply grateful to AG Renewables donating £3000 per year to be managed by the Council in the form of a Community Benefit Fund.

This Action Plan is therefore the first of our Council's plans towards the future.

Action Plan for 2016 – 2017

Carnforth Town Council is divided three main committees these being, Tourism, Finance and Asset Management, each reporting back to a full council on a Monthly basis.

The following action plan summarises and prioritises the Councils activities and projects that it is undertaking during the financial year 2016/2017

Council 12 month objectives:

1. Undertake consultation on Road Safety within the town.
2. Form Flood Action Group.
3. Prepare Strategic Business Plan.
4. Continue work with Chamber of Trade, for example, to encourage Tourism.
5. Achieve Foundation and (Quality) Level in Local Council Award Scheme.
6. Promote Healthy Lifestyle Activities within the Town in conjunction with Ashtrees Surgery.
7. Undertake legal procedures on allotments in order to bring ownership under the control of the Town Council.

8. Examine the County and City Council's plans for budgetary efficiencies and services involving Carnforth. We will ensure good provision and propose amendments and actions to preserve the Town's activities.

| FINANCE and GOVERNANCE COMMITTEE | | |
|---|--|--|
| Priority | Activity | Information/Status |
| 2015/2016 | | |
| H | Monitor and review procedure and process of Council Finance. | System in place to scrutinize, including budget finance committee. |
| H | Grants and donations | Administration, Policies, finance and agreements |
| M | Risk Management | Review and maintain policies and procedures. |
| H | Ensure appropriate Procedures for Internal and External Audit in place | . |
| On-Going Activities | | |
| M | Continue committee meetings for all Town Council finance and governance matters. | Committee sits on a monthly basis |

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| TOURISM COMMITTEE | | |
|--------------------------|--|---------------------------|
| Priority | Activity | Information/Status |
| 2015/2016 | | |
| M | Propose, consider and execute Town activities, in conjunction when necessary, with the Chamber of Trade and other Town organizations involved. | Monthly meetings |
| H | Involve local residents in arranging and organizing activities including schools and uniformed youth groups | At every opportunity |

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|-----------------------------|---------------------------|---------------|
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| H/M/L | | |
| H/M/L | | |
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| On- Going Activities | | |
| M | Tourism Committee Meeting | Monthly basis |
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| ASSET MANAGEMENT COMMITTEE | | |
|-----------------------------------|---|--|
| Priority | Activity | Information/Status |
| 2015/2016 | | |
| M | Maintain Records of all Town Council owned assets | Ensure Data base of all assets is up to-date and transparent |
| H | Civic Centre maintenance including electrical works and roof repairs and drainage | Ensure that essential repair work is carried out when required. |
| M | Increase income and use of Civic Centre. | Rates and hirers agreement reviewed on a yearly basis. |
| H | Allotment | Ensure all legal work is signed off to bring back the allotments under the control of the Town Council |
| L/M/H | | |
| On- Going Activities | | |
| M | Asset Management | Committee Meetings held on a monthly basis |
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| GENERAL ADMINISTRATION | | |
|-------------------------------|-------------------------------------|--|
| Priority | Activity | Information/Status |
| 2016/2017 | | |
| H | Running of the Town Councils Events | Administration, execution, monitoring and review |

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| M | Achieve Local Council Award Scheme Foundation Level. | Registration complete. Documents ready for submission |
| M | Running the Council's program of events. | Administration, execution, monitoring and review |
| H | Civic Matters | Civic Sunday (June) and Remembrance Sunday (November) |
| H | Scrutiny of County and City Council Annual Plans-Budgets | To keep up to date with proposed plans and changes and budgets |
| On- Going Activities | | |
| M | Website development | Ensure website development and upload of all documentation. Updates on a regular basis to ensure complete transparency |
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