



# Finance and Governance Committee

**PRESS AND PUBLIC ARE WELCOME TO ATTEND**

**Summons to attend meeting to be held on  
Wednesday 08<sup>th</sup> August at 5:00pm  
at the Council Offices, Market Street Carnforth**

- 18052 To receive apologies for absence
- 18053 To receive declarations of interest
- 18054 To consider Minutes of the meeting held on Wednesday 11<sup>th</sup> July 2018 (attached)
- 18055 To consider items of urgent business
- 18056 To adjourn the meeting for a period of public discussion (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- 18057 To consider account transactions report -July 2018
- 18058 To consider By-election costings
- 18059 To consider grant funding and a review of current arrangements
- 18060 To consider information technology business solutions
- 18061 To consider Local Council Award scheme (Cllr Gardner to report)
- 18062 To consider update on other Committee actions and recommendations

A handwritten signature in black ink, appearing to read "Robert Bailey", with a long horizontal line extending from the end of the signature.

**Town Clerk**

**03 August 2018**

**28 Wilson Grove, Heysham, Morecambe, LA3 2PQ**

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# Carnforth Town Council

## Draft Minutes of the Finance & Governance Committee held on Wednesday 11<sup>th</sup> July 2018

**Present:** Councillor Gardner (Chair); Councillor Aspin; Councillor Branyon  
Councillor Parker

**In attendance:** Bob Bailey, Town Clerk;

18040 **Apologies:** Apologies were received from Councillors Bromilow and Wooff

18041 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

18042 **Minutes:** It was **RESOLVED** that the Minutes of the Finance and Governance Committee held on 13<sup>th</sup> June 2018 be approved, subject to a minor amendment.

18043 **Urgent Business:** Members considered the election of a Chair and Vice Chair for the municipal year 2018/2019. It was proposed by Councillor Parker, seconded by Councillor Branyon and unanimously **RESOLVED** that Councillor Gardner be elected Chair and Councillor Grisenthwaite Vice-Chair of the Committee for the ensuing year.

Councillor Gardner reported that he and the Town Mayor, Councillor Roe, had recently met with the Highfield Residents Association who requested that the Town Council considered the provision of a wall mounted television for the communal area. There was some discussion about the security and fixing of such an acquisition and the need to agree any proposals with Lancaster City Council, Council Housing Services. It was then **RESOLVED** that an, in principle, award of a community fund grant to a maximum of £500 be **recommended** for approval by the Town Council.

Councillor Grisenthwaite raised the outstanding matter of a grant, previously approved, being awarded to the Carnforth Twinning Association. It was reported that a completed grant form had not been located although it was thought that the amount approved had been £100 towards the cost of hospitality and other costs associated with the recent visit of the twinning representatives from Saily sur la Lys. It was then **RESOLVED** that subject to confirmation of the relevant Minute a community fund grant to the value of £100 be **recommended** for approval by the Town Council.

The Clerk reported that he was continuing to work on the development of a new website as time allows. The new website is being developed to ensure compliance with appropriate regulations and it is planned to have this fully operational by September.

18044 **Adjourn for public discussion:** No members of the public attended the meeting.

18045 **Internal Audit Report:** Further to the attendance of the appointed Internal Auditor, Derek Whiteway CPFA, at the last meeting of the Committee he had now provided a detailed written report on his findings and conclusions following completion of the audit of accounts, internal controls and governance arrangements for the year ended 31<sup>st</sup> March 2018.

Members welcomed the comprehensive report which set out 13 recommendations designed to improve and enhance current arrangements. The overall conclusion, as reported to the Town Council meeting held in June was that the '**significant aspects the control objectives** [as set out in the Annual Governance & Accountability Return] **were being achieved throughout the financial year to a standard adequate to meet the needs of the authority**'.

Members noted the *Summary of Recommendations* attached to the Internal Audit report, initially focusing on the four recommendations identified as being a high priority. The Town Clerk informed Members that it his intention to provide a regular update on progress towards the implementation of all the recommendations for consideration, action and support as required. The Town Clerk advised that he had already implemented some recommendations - specially the establishment if a comprehensive cash book as a prime source of financial monitoring and reporting – and was actively working towards several others, some of which are included in the committee Agenda.

After further discussions and some questions, it was **RESOLVED** that the Internal Audit report and recommendations be noted with thanks and that the Town Clerk provide a regular (monthly) update on progress towards the implementation of all recommendations, with any urgent/specific matters being raised with the Chair/Vice-chair as necessary.

18046 **Draft Risk Assessment:** The Town Clerk presented a detailed draft Risk Assessment 2018 – 2019 for consideration by Members. The Town Clerk reported that it is a requirement under the Accounts and Audit Regulations 2015 that a risk assessment record is in place and that this is regularly reviewed. Risk assessments provide assurance that existing risks have been eliminated or mitigated to reduce the impact should they occur, as well as effectively being an 'action plan' of activities and controls needed to prevent risks. It was noted that the Internal Audit Report just considered recommends that a formal review of the Council's risks be undertaken and is subject to at least annual review.

The Town Clerk explained that the draft assessment as presented sets out:

- ✓ a series of financial, managerial, reputational, technological, administrative and other risks (and opportunities);
- ✓ commentary of controls currently in place;
- ✓ the Town Clerks assessment of the priority of each risk (*High/Medium/Low*);
- ✓ proposed actions to be taken to mitigate or eliminate each risk, and;
- ✓ responsibility for each action

Members discussed the draft risk assessment in some detail, asking several questions. Members noted that the risk assessment could help to provide significant assurance on the adequacy of the controls and inform any future or emerging risks, identifying ways to mitigate/eliminate them. It was considered that a further general risk needed to be included around assurance that the Representation of the People Act 1983 requirements are met given that the City & Parish Elections are due in May 2019.

It was then **RESOLVED** that, subject to an additional risk around compliance with Representation of the People Act 1983, the draft Risk Assessment 20018/2019 be **recommended** to the Town Council for approval.

18047 **Financial Monitoring Report & Schedule of Payments:** The Town Clerk presented the monthly financial monitoring report of transactions, both income and expenditure for June and balances as at 30<sup>th</sup> June. It was reaffirmed that the report was clear and easy to follow and provides the right level of detail needed to understand the Council's finances each month.

As recommended by the Internal Auditor – and previously raised by the Town Clerk - there is a wider need for a review to be undertaken of budget headings in preparation for the next budget setting process, taking into account the information needs of each of the Council's committees. In line, with this a budget monitoring report should be designed to provide clear information on any exceptions and areas requiring attention/remediation.

The Town Clerk also presented the first draft of the *Schedule of Payments* due for approval at the July meeting of the Town Council. Members attention was drawn to the cost of the Internal Audit which, whilst not specifically budgeted for, represented very good value for money and a high level of assurance as previously reported and discussed. It was noted that in future years the cost is likely to reduce significantly as arrangements are established and improved. Members also noted that payment to Barns Electrical Solutions for light fittings and other electrical works to be paid from balances in the *Emergency Planning* budget.

After some further comments/questions, it was **RESOLVED** that the *Monthly Transaction Report* for June noted and that the *Schedule of Payments* for July be **recommended** to the Town Council for approval.

18048 **Debtor Invoicing and Monitoring:** The Town Clerk explained and presented to Members an example of a draft document that he proposes to develop as a means of providing a full list of invoices raised, amounts due, received and written-off. The Town Clerk suggested that, once in use, he periodically reports to the Finance and Governance Committee on the debtor position providing assurance that either the expected income has been received or action is being taken to chase outstanding debts.

Members also discussed the revised invoices that the Town Clerk presented for consideration and it was then **RESOLVED** that the newly designed invoices and the proposals for the monitoring debtor payments be **approved** and reported to the Finance and Governance Committee quarterly, commencing in October.

18049 **Touring Cinema Project:** Councillor Grisenthwaite provided the background to a developing proposal for a 'touring cinema' – a project that the Town Council may wish to take a lead on working in partnership with Eden Arts. The project would not require any 'up-front' costs (save for the hire of a film - £70 - £100) and provision of a venue such as the Civic Hall. All necessary equipment will be provided and any income generated would be the Town Councils.

At Cllr Grisenthwaite's request the Town Clerk has very recently contacted all Parish Council's in the district requesting expressions of interest in getting involved. Within a few days eight positive responses had been received. Members generally supported the idea and after some comments and questions it was **RESOLVED** that Councillor Grisenthwaite presents the outline proposal to the Town Council to seek their **approval** for the project.

18050 **Local Council Award Scheme:** The Chair advised that this scheme (formerly known as the Quality Council scheme) is administered by the National Association of Local Councils (NALC) and is designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. It was reported that the scheme offers councils the opportunity to show that they meet the standards set by the sector for assessment and to put in place conditions for continued improvement. There was a discussion about the benefits of the scheme and the potential for this Council achieving the Bronze, Silver and Gold awards over time. It was then **RESOLVED** that Councillor Gardner presents a proposal to the Town Council that arrangements be put in place to meet the criteria of the Local Council Award Scheme as a means of driving up standards, improving the Council's offer to local communities and realising our potential.

18051 **Update on Committee actions and recommendations:** The Town Clerk gave a short update on the activities of the Asset Management and Town Development Committee.

Members attention was drawn to an opportunity to obtain a fully portable, high-quality drinks vending machine for use at the Civic Hall on a trial basis, subject to which, a firm proposal will be made to Members for consideration. Members noted that the Town Clerk and Civic Hall Manager had recently met with two potential suppliers and were advised that their preferred option, and that of the Asset Management Committee, was a Flava C500 machine on a five-year lease. Members of the Committee supported the idea, in principle, and it was then **RESOLVED** that the update on Committee actions and activities be noted



**Town Clerk**

**13 July 2018**

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Account Transactions 01/07/2018 - 31/07/2018

Date	Payment Type	Payee	Memo	Category/Budget Heading	Amount	Running Balance
<b>Opening balance as at 01/07/2018</b>						63,666.03
06/07/2018	Direct Debit	Plus net	Town Council	Broadband	-23.50	
				VAT Recoverable	-4.70	
					<u>-28.20</u>	63,637.83
06/07/2018	Direct Debit	British Gas		War Memorial & Gardens : Electricy	-54.29	
				VAT Recoverable	-2.71	
					<u>-57.00</u>	63,580.83
09/07/2018	BACS	Diddi Dance		Civic Hall : Hire	162.00	63,742.83
17/07/2018	Direct Debit	Plus net	Civic Hall	Broadband	-23.23	
				VAT Recoverable	-5.81	
					<u>-29.04</u>	63,713.79
17/07/2018	Cheque	CADAS		Civic Hall : Hire	153.00	63,866.79
17/07/2018	Cheque	Labour Party		Civic Hall : Hire	24.20	63,890.99
18/07/2018	BACS	Creation Station		Civic Hall : Hire	229.50	64,120.49
18/07/2018	Cheque	Carnforth in Bloom	2nd Place	TD&PC : Devolved Expenditure	-75.00	64,045.49
24/07/2018	BACS	Dazzling Windows		Civic Hall Expenditure : Maintenance	-30.00	64,015.49
24/07/2018	BACS	Morecambe Press		Carnforth Express Expenditure : Printing	-318.00	63,697.49

Date	Payment Type	Payee	Memo	Category/Budget Heading	Amount	Running Balance
24/07/2018	BACS	Tech Hub Ltd	Scanner	Computer : Hardware VAT Recoverable	-99.99 -20.00 <u>-119.99</u>	63,577.50
24/07/2018	BACS	BARN	Civic Hall Lighting	Emergency Planning	-925.00	62,652.50
24/07/2018	BACS	DIY Supplies	Outdoor Maintenance Operative	Asset Management : Devolved Expenditure	-88.42	62,564.08
24/07/2018	BACS	Laburnham Nursery	Outdoor Maintenance Operative	Plants & Flowers VAT Recoverable	-170.25 -34.05 <u>-204.30</u>	62,359.78
24/07/2018	BACS	D Astley	Mileage	Staff : Expenses (Outdoor Mntce)	-56.70	62,303.08
24/07/2018	BACS	R Marsden	Jump start for generator CCTV cables Printer ink	Civic Hall Expenditure : Maintenance Civic Hall Expenditure : Maintenance Printing & Stationary	-49.99 -13.49 -35.98 <u>-99.46</u>	62,203.62
24/07/2018	BACS	D Astley		Staff : Salaries (Outdoor Mntce)	-283.87	61,919.75
24/07/2018	BACS	R Marsden	Internet usage?	Staff : Expenses (Civic Hall)	-15.00	61,904.75
24/07/2018	BACS	Bob Bailey	Keys cut	Telephone Council Offices: Maintenance	-10.00 -4.30 <u>-14.30</u>	61,890.45
24/07/2018	BACS	Bob Bailey		Staff : Salaries (Town Clerk)	-628.72	61,261.73
24/07/2018	BACS	Thomas Graham	Cleaning supplies	Civic Hall Expenditure : Maintenance VAT Recoverable	-33.79 -8.44 <u>-42.23</u>	61,219.50
24/07/2018	BACS	R Marsden	Includes deduction of Rent	Staff : Salaries (Civic Hall)	-832.92	60,386.58

Date	Payment Type	Payee	Memo	Category/Budget Heading	Amount	Running Balance
24/07/2018	BACS	Derek Whiteway		Internal Audit Fees	-400.00	59,986.58
24/07/2018	BACS	Carnforth Heritage Centre	Armed Forces Day	TD&PC : Devolved Expenditure	-90.00	
				VAT Recoverable	-18.00	
					<u>-108.00</u>	59,878.58
24/07/2018	Cheque	Carnforth in Bloom	1st Place	TD&PC : Devolved Expenditure	-100.00	59,778.58
25/07/2018		Indepedent Vetcar		Civic Hall : Hire	290.40	60,068.98
26/07/2018		Morris Rec Winder	Invoice No 18/031	Civic Hall : Hire	93.34	60,162.32
26/07/2018		Reed Momenta		Civic Hall : Hire	126.75	60,289.07
26/07/2018	Cheque	Carnforth in Bloom	4th prize	TD&PC : Devolved Expenditure	-25.00	60,264.07
27/07/2018		Aura Wind Turbine		Grant Received	3,290.74	63,554.81
30/07/2018		HMRC		Taxes : Income Tax	-463.30	63,091.51
30/07/2018		Lune Fire protection	Fire Extinguishers	Civic Hall: Servicing	-90.00	63,001.51
30/07/2018		Bay Typestters	Armed Forces Day	TD&PC : Devolved Expenditure	-45.00	62,956.51
30/07/2018		Lancaster City Council		Civic Hall : Hire	145.20	63,101.71
30/07/2018		Carnforth in Bloom	3rd Place	TD&PC : Devolved Expenditure	-50.00	63,051.71
					<u><u>-614.32</u></u>	