



Finance and Governance Committee

PRESS AND PUBLIC ARE WELCOME TO ATTEND

**Summons to attend meeting to be held on Wednesday 10th October 5:15pm
at the Council Offices, Market Street Carnforth**

- 18087 To receive apologies for absence
- 18088 To receive declarations of interest
- 18089 To consider Minutes of the meeting on Weds 10th October 2018
- 18090 To consider items of urgent business
- 18091 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)
- 18092 To consider account transactions report 1st – 31st October 2018
- 18093 To consider draft Payments and Receipts schedule – November 2018 (to follow)
- 18094 To consider Version 0.01 budget outturn 2018/2019 and budget 2019/2020 (to follow)
- 18095 To consider update on other Committee actions and recommendations

A handwritten signature in black ink, which appears to read "Robert Bailey". The signature is written in a cursive style and is positioned above a horizontal line.

Town Clerk

09 November 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Finance and Governance Committee

Draft Minutes of the Finance & Governance Committee held on Wednesday 10th October 2018

Present: Councillors Gardner (Chair); Branyan; Grisenthwaite and Wooff

In attendance: Bob Bailey, Town Clerk, Rik Marsden, Civic Hall Manager

18074 **Apologies:** Apologies were received from Councillor Parker

18075 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

18076 **Minutes:** It was **RESOLVED** that the Minutes of the Finance and Governance Committee held on 12th September 2018 be approved.

18077 **Urgent Business:** Members considered personal contributions towards hospitality costs. After some discussion, it was agreed that an annual contribution of £10 per Member would be sufficient and that £5 should be paid for the second half of this financial year – the money to be held and records maintained by the Town Clerk.

The Town Clerk reported that Gummers Howe Community Centre had requested the balance for the £500 granted to them by the Town Council for the installation of a television and a licence. **ACTION:** Clerk to arrange for the balance of the grant to be paid to the Gummers Howe Community Centre.

18078 **Public discussion:** No members of the public were present.

18079 **Updates on activities and actions:** Members considered the following:

a) **Film Night:** Councillor Grisenthwaite reported on the success of the first Film night at the Civic Hall, which received a spontaneous round of applause at the end of the evening! 52 tickets had been sold in less than four days, with 48 people attending on the evening who were asked to complete and return feedback forms.

36 forms were returned and Councillor Grisenthwaite took Members through the analysis of the responses. Overall positive comments were received about the venue, food and event with some comments being received that will help to improve the offer going forward.

A conscious decision had been made for this inaugural event to limit numbers but given the interest and having seen the available space it is considered that the maximum attendance could be increased to 70.

The feedback form had included a question on what people would be willing to pay for an unsubsidised film and food with responses ranging from £5 to £10. After some discussion it was agreed that a price of £7 per head be set for future events.

There was then a discussion about the next event and taking feedback into account it was agreed to trial a 'Film Day' to include a family film in the afternoon and an 'adult' film in the evening, with the film being *Three Billboards Outside Ebbing, Missouri (15)* first released in 2017. Members congratulated Councillor Grisenthwaite and all involved in bringing films back to the town and making the event such a success. **ACTION:** Arrangements be made for a *Film Day* at the end of November / beginning of December.



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- b) **Community Fund/Grants:** Councillor Wooff reported that the Air Training Corps (ATC) are seeking contributions towards the cost of a flight simulator. It was explained that the range of activities they can provide and general interest in the ATC has fallen in recent years and the simulator is seen as an opportunity to provide something different that will attract new membership. The cost of the simulator is £2,250. After some discussion, it was **RESOLVED** that the Town Council be **RECOMMENDED** to award a grant of £500, subject to the ATC being successful in raising the remaining funds.

The Clerk reported that Carnforth Cricket Club had now applied for funding from Sports England and, subject funds being awarded, will submit a grant application to the Town Council in due course.

- c) **Local Council Award Scheme:** The Town Clerk has made a start on assessing the Town Council's governance, community engagement and development arrangements against the standards and criteria for achieving the Quality Award of the Local Council Award Scheme. It was noted that to achieve Quality status the Town Clerk must be qualified in Local Council Administration and he is now undertaking that qualification which must be completed within twelve months. **ACTION:** That the Town Clerk and Councillor Gardner continue to work towards meeting the requirements of the Local Council Award Scheme Quality Award and periodically report back on progress and any further actions needed.

18080 **Financial Monitoring Report:** The Town Clerk presented the monthly financial monitoring report of income and expenditure transactions and bank reconciliation as at 30th September. It was reported that as at 30th September balances stood at £47,373. After some questions it was **RESOLVED** that the financial transactions, bank reconciliation to 30th September be noted.

18081 **Draft Payments and Receipts schedule:** The Town Clerk presented Members with the draft schedule of payments and receipts to be presented to the October meeting of the Town Council. The Town Clerk drew Members attention to costs incurred relating to the Remembrance Day commemorations; external audit fees; costs relating to the recent Neighbourhood Plan event and stock for the Civic Hall drinks machine that will only be paid once a new machine has been delivered. Members noted that income amounting to nearly £2,300 had been received in September, including a VAT refund of £1,737. It was then **RESOLVED** that the Town Council be **RECOMMENDED** to approve all payments set out on the schedule.

18082 **Debtors outstanding:** The Town Clerk reported that of the 56 invoices raised in the first half of the year totalling over £4,100, 10 are currently outstanding to a value of £879, including 6 that are over two months old. The Town Clerk provided assurances that these are being chased up and that an offer had been made to pay one invoice by instalments. Members **RESOLVED** to support the action taken being by the Town Clerk and asked to be kept informed.



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- 18083 **Budget Monitoring:** The Town Clerk presented a *Budget Monitoring Report* as at 30th September 2018. It was explained that the document set out for each budget heading the approved *Full Year Budget*; *Profiled Budget* (after six months); *Actual to Date* for income and expenditure; *Variance to Date* (difference between actual and profiled), and a reason for the variance and any action needed.
- The Town Clerk highlighted the reasons for some variances and Members asked questions and it was concluded that at the half way point of the year, there are no matters of immediate concern.
- It was then **RESOLVED**, that the format of the *Budget Monitoring Report* as presented be approved and that the budget position as at 30th September 2018 be noted with no remedial action required at this stage. The Town Clerk was asked to present a further report at the end of Quarter 3 as at 31st December 2018.
- 18084 **External Audit Report:** The Town Clerk had recently circulated to Members notification of the conclusion of the external audit who had concluded the '*Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and no further matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met*'. The report goes on to note that the Town Council had brought to their attention other matters that were being addressed, notably the assessment of significant risks, and that these had no effect on their overall conclusion.
- The Town Clerk reported several questions had been asked by the external auditor that had been answered to their satisfaction and had, therefore, not incurred additional costs. The Committee were informed that numerous reservations and complaints had been made by the Society of Local Council Clerks on the quality of the newly appointed external auditors.
- It was then **RESOLVED** that the Town Council be **RECOMMENDED to** formally approve the *Annual Governance and Accountability Return (AGAR)* for the year ended 31st March 2018 and that this be published along with a *Notice of conclusion of audit*', signed by the Town Mayor, detailing the rights of inspection in line with statutory requirements.
- 18085 **Business Improvement District (BID):** Councillor Gardner reported that he had recently attended a meeting of the Chamber of Trade to discuss the potential for a Carnforth BID, like those already in place at both Lancaster and Morecambe. It was explained that a BID is a defined area within which businesses are required to pay an additional tax (levy) to fund local projects. It was noted that the Chamber of Trade are broadly in favour of pursuing this through the creation of a steering group and had enquired whether the Carnforth Town Council were in general support. After some discussion, it was **RESOLVED** that the Town Council be **RECOMMENDED** to support this initiative being taken forward and progress reported back as necessary.
- 18086 **Update on Committee actions and recommendations:** The Town Clerk reported on key matters and activities arising from the meetings of the Asset Management and Town Development & Planning Committees. Members were informed specifically of the recommendation of the Asset Management Committee that consideration be given to replacing the flooring at the Civic Hall either from reserves in 2018/2019 or as part of the budgeting process for the financial year 2019/2020.



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Options were presented by the Civic Hall Manager and it was then **RESOLVED** that a written report be provided to the next meeting of the Finance & Governance Committee with a view to a recommendation subsequently being made to the Town Council.

The meeting closed at 6:40pm

A handwritten signature in black ink, which appears to read "Robert Bailey". The signature is written in a cursive style and is positioned above a horizontal line.

Town Clerk

14 October 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org

Account Transactions
Between 01/10/2018 and 31/10/2018

Date	Payee	Category	Amount £	Running Balance £
Opening Balance as of 01/10/2018				47,354.99
04/10/2018	Indepent Vetcar	Civic Hall : Hire	64.80	47,419.79
05/10/2018	British Gas	Bills : Gas/Heating	-54.76	
		VAT Recoverable	-2.73	47,362.30
09/10/2018	HMRC	VAT Refund	1,482.67	48,844.97
09/10/2018	Active 8	Civic Hall : Hire	51.00	48,895.97
09/10/2018	Aurelian Barbu	Sponsorship	20.00	48,915.97
09/10/2018	Plus net	Computer : Online/Internet Service	-23.50	
		VAT Recoverable	-4.70	48,887.77
17/10/2018		Events : Film Night	120.00	49,007.77
17/10/2018	National Piping Centre	Events : Remembrance Day	-237.50	
		VAT Recoverable	-47.50	48,722.77
17/10/2018	Travis Perkins	Civic Hall Expenditure : Maintenance	-42.79	
		VAT Recoverable	-8.56	48,671.42
17/10/2018	Trade Uk	Civic Hall Expenditure : Maintenance	-9.98	
		VAT Recoverable	-2.00	48,659.44
17/10/2018	PKF	Audit Fees	-360.00	48,299.44
17/10/2018	Thomas Graham	Civic Hall Expenditure : Cleaning	-74.04	
		VAT Recoverable	-14.81	
		Civic Hall Expenditure : Cleaning	3.02	
		VAT Recoverable	0.76	
		Civic Hall : Drinks machine	-30.79	
		VAT Recoverable	-6.16	48,177.42
17/10/2018	Bob Bailey	Staff : Salaries (Town Clerk)	-608.46	47,568.96
17/10/2018	Bob Bailey	Printing & Stationary	-75.87	
		VAT Recoverable	-15.18	
		Car : Parking	-2.20	
		hospitality	-2.50	
		Bills : Telephone	-20.00	47,453.21
17/10/2018	R Marsden	Staff : Salaries (Civic Hall)	-840.48	46,612.73

17/10/2018 R Marsden	Staff : Expenses (Civic Hall)	-15.00	46,597.73
17/10/2018 D Astley	Staff : Salaries (Outdoor Mntce)	-283.67	46,314.06
17/10/2018 D Astley	Staff : Expenses (Outdoor Mntce)	-61.20	46,252.86
17/10/2018 Trade Uk	Civic Hall Expenditure : Maintenance	-31.90	
	VAT Recoverable	-6.38	46,214.58
17/10/2018 William Towers	Events : Remembrance Day	-150.00	46,064.58
17/10/2018 Mars Drinks	Civic Hall : Drinks machine	-154.22	45,910.36
17/10/2018 Kenneth A Fraser Ltd	Asset Management : Devolved Expenditure	-464.00	
	Asset Management : Devolved Expenditure	-310.00	
	VAT Recoverable	-154.80	44,981.56
17/10/2018 HMRC	Taxes : Income Tax	-483.40	44,498.16
17/10/2018 Bay Typesetters	TD&PC : Neighbourhood plan	-130.00	
	Vat Recoverable	-13.00	44,355.16
17/10/2018 Dazzling Windows	Civic Hall Expenditure : Cleaning	-30.00	44,325.16
17/10/2018 UK Leaflet distribution	Carnforth Express Expenditure : Distribution	-225.00	
	VAT Recoverable	-45.00	44,055.16
17/10/2018 On a Roll	Events : Film Night	-250.00	43,805.16
17/10/2018 Gummers Howe Residentst Asso Community Fund : Gummers Howe		-150.83	43,654.33
17/10/2018 PoppyScatter	Events : Remembrance Day	-300.00	43,354.33
17/10/2018 Plus net	Computer : Online/Internet Service	-24.56	
	VAT Recoverable	-6.15	43,323.62
29/10/2018 Karate	Civic Hall : Hire	64.80	
	Civic Hall : Hire	86.40	
	Civic Hall : Hire	86.40	
	Civic Hall : Hire	64.80	43,626.02
29/10/2018 C Sedgewick	Civic Hall : Hire	16.80	43,642.82
		-3,712.17	43,642.82
Represented By: Unity Trust - Current account			15,728.87
Unity Trust - Deposit account			25,010.71
Barclays Current Account			2,903.24
			43,642.82