



Finance and Governance Committee

PRESS AND PUBLIC ARE WELCOME TO ATTEND

**Summons to attend meeting on Wednesday 13th February 2019 at 5:15pm
at the Council Offices, Market Street Carnforth**

- 19001 To receive apologies for absence
- 19002 To receive declarations of interest
- 19003 To consider Minutes of the meeting on Weds 12th December 2018
- 19004 To consider items of urgent business
- 19005 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)
- 19006 To consider account transactions reports 1st – 31st December 2018 and 1st January to 31st January 2019
- 19007 To consider draft Payments and Receipts schedule – December 2018 9to follow)
- 19008 To consider draft Community Benefit Fund Applications:
 - a) Carnforth CCTV System – ItnetUK Ltd
 - b) Toilet facilities – Carnforth Cricket Club
- 19009 To consider Scribe Accountancy Software
- 19010 To consider update on Internal Audit recommendations 2017/2018
- 19011 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 underneath.

Town Clerk

07 February 2019

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 12th December 2018

Present: Councillors Gardner (Chair); Jones and Grisenthwaite

In attendance: Bob Bailey, Town Clerk

- 18096 **Apologies:** Apologies were received from Councillors Branyan and Parker.
- 18097 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.
- 18098 **Minutes:** It was **RESOLVED** that subject to the inclusion of Councillor Evans attendance at the meeting the Minutes of the Finance and Governance Committee held on 14th November 2018 be approved.
- 18023 **Urgent Business:** The Town Clerk, presented a first draft of the proposed *Tender for Architectural Survey and Options Appraisal – Carnforth Civic Hall, Carnforth*, developed by Councillor Grisenthwaite, setting out a specification for the required works. Members asked questions about the proposals and commented on the potential future use of the building. There was also a discussion on the past and current management and administrative arrangements at Crag Bank Village Hall and whether there is any possibility of reviewing its use also. It was then **RESOLVED** that the draft tender specification be noted, and it be **recommended** to the Town Council that enquiries be made as to the contractual and administrative arrangements at Crag Bank Village Hall.
- 18099 **Public discussion:** No members of the public were present.
- 18100 **Financial Monitoring Report:** The Town Clerk presented the monthly financial monitoring report of income and expenditure transactions and bank reconciliation as at 30th November 2018. The Town Clerk drew Members attention to expenditure on the installation of LED lighting at the Civic Hall and remedial work on the boiler in the flat; printing of the *Men on the Monument* leaflet and Remembrance Day expenditure including the *Order of Service* and catering and drinks at the Reception. Income had been received from the hire of the civic hall; film night and advertising in the *Carnforth Express*. It was reported that as at 30th November balances stood at £38,361. After some comments and questions, it was **RESOLVED** that the financial transactions and bank reconciliation to 30th November be accepted.
- 18024 **Budget planning:** Following further consideration of the draft budget for 2019/2020 by the Town Development and Planning Committee the Clerk presented a second version for consideration. Members were advised that the Town Development and Planning Committee had confirmed that, based on their plans for the coming municipal year they require a budget increase of £500 to £3,000. The Clerk also reported that following the receipt of the planned work programme and costings for the development of the Carnforth Neighbourhood Plan and taking account of the potential funding available, the Carnforth Neighbourhood Plan Group had recommended that a sum of £5,000 be included in the Town Council's budget for 2019/2020 as a contingency. Allowance had also been made in this version of the draft budget for the income and expenditure from the newly acquired drinks machine at the Civic Hall.
- The Town Clerk also outlined the calculation of the precept for 2019/2020 based on planned income and expenditure, balances carried forward and contingencies.



Finance and Governance Committee

After some discussion, it was **RESOLVED** that the updated (Ver 0.02) of the draft budget for 2019/2020 be further considered by the Town Council with a view to the annual precept being approved at the January meeting and subsequently demanded from the principal authority (Lancaster City Council) by the deadline of 1st February 2019.

- 18025 **Draft Payments and Receipts schedule:** The Town Clerk presented Members with the draft schedule of payments and receipts to be presented to the December meeting of the Town Council. The Town Clerk highlighted the cost of the supply and installation of a new litter bin on Market Street and the annual water and second half heating invoices for the Civic Hall. Members attention was also drawn to an invoice received from itnetuk for the supply and installation of CCTV equipment. There was some discussion about the plans for the provision of CCTV in the town and Members endorsed the recommendation of the Town Development and Planning Committee that the Director of itnetuk ltd be invited to discuss the plans at a meeting of the Town Council. Subject to representation by itnetuk ltd, it was **RESOLVED** that the Town Council be **recommended** to approve payments set out on the schedule.
- 18101 **Community Fund Application Form:** The Town Clerk presented a draft *Community Fund Application Form* as previously requested. The Clerk reported that he had aimed to keep the form relatively simple to complete whilst providing enough information on the planned project and the financial and governance arrangements of groups applying. This would allow Members to make an informed decision on the community benefits and eligibility and the groups capacity to deliver the proposed project.
- Members discussed the content and format of the draft form, suggesting some small amendments and commented on its practicality and usefulness. It was then **RESOLVED** that the Town Clerk drafts guidance to support the form (as amended) for further consideration by the Finance and Governance Committee.
- 18102 **Update on Committee actions and recommendations:** The Town Clerk reported that Asset Management Committee had not met in November and advised that the key matters and activities arising from the meeting of the Town Development & Planning Committee had already been brought to Members attention.

The meeting closed at 6:15pm

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

Town Clerk

18 December 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org

Account Transactions 01/12/2018 - 31/12/2018

Date	Payee	Category	Amount	Running Balance
Opening Balance as of 01/12/2018				37,807.04
05/12/2018	Diddi Dance	Civic Hall : Hire	32.40	37,839.44
05/12/2018	Diddi Dance	Civic Hall : Hire	54.00	37,893.44
07/12/2018	Witherslack Care	Civic Hall : Hire	487.44	38,380.88
10/12/2018	Plus net	Computer : Online/Internet Service	-23.50	
		VAT Recoverable	-4.70	
			<u>-28.20</u>	38,352.68
12/12/2018	Active 8	Civic Hall : Hire	114.00	38,466.68
14/12/2018	Water plus	Civic Hall Expenditure : Water	-1,018.37	37,448.31
17/12/2018	Henry Howard	Civic Hall : Drinks machine	-280.00	
		VAT Recoverable	-56.00	
			<u>-336.00</u>	37,112.31
17/12/2018	Laburnham Nursery	Split/Multiple Categories	-265.64	36,846.67
		Asset Management : Plants & Flowers	-221.20	
		VAT Recoverable	-44.44	
17/12/2018	Laburnham Nursery	Asset Management : Plants & Flowers	-35.20	
		VAT Recoverable	-7.04	
			<u>-42.24</u>	36,804.43

17/12/2018	Thomas Graham	Civic Hall Expenditure : Cleaning	-113.55	
		VAT Recoverable	-22.71	
			<u>-136.26</u>	36,668.17
17/12/2018	Jim Grisenthwaite	Events : Film Night	-22.48	
		VAT Recoverable	-5.62	
			<u>-28.10</u>	36,640.07
17/12/2018	Dazzling Windows	Civic Hall Expenditure : Cleaning	-30.00	36,610.07
17/12/2018	Travis Perkins	Civic Hall Expenditure : Maintenance	-5.18	
		VAT Recoverable	-1.04	
			<u>-6.22</u>	36,603.85
17/12/2018	Travis Perkins	Split/Multiple Categories	-21.94	36,581.91
		Civic Hall Expenditure : Maintenance	-18.28	
		VAT Recoverable	-3.66	
17/12/2018	Trade Uk	Civic Hall Expenditure : Maintenance	-58.38	
		VAT Recoverable	-11.70	
			<u>-70.08</u>	36,511.83
17/12/2018	Trade Uk	Civic Hall Expenditure : Maintenance	-108.34	
		VAT Recoverable	-21.66	
			<u>-130.00</u>	36,381.83
17/12/2018	HMRC	Taxes : Income Tax	-553.20	35,828.63
17/12/2018	Royal Station Hotel	Events : Lancashire Day	-18.75	
		VAT Recoverable	-3.75	
			<u>-22.50</u>	35,806.13

17/12/2018 Staples	Printing & Stationary	-162.24	
	VAT Recoverable	-40.56	
		<u>-202.80</u>	35,603.33
17/12/2018 Lancaster City Council	Asset Management : Devolved Expenditure	-440.00	
	VAT Recoverable	-88.00	
		<u>-528.00</u>	35,075.33
17/12/2018 R Marsden	Staff : Salaries (Civic Hall)	-840.48	34,234.85
17/12/2018 R Marsden	Staff : Expenses (Civic Hall)	-15.00	34,219.85
17/12/2018 D Astley	Staff : Salaries (Outdoor Mntce)	-283.67	33,936.18
17/12/2018 D Astley	Staff : Expenses (Outdoor Mntce)	-54.80	33,881.38
17/12/2018 Bob Bailey	Staff : Salaries (Town Clerk)	-608.46	33,272.92
17/12/2018 Bob Bailey	postage	-1.25	
	Bills : Telephone	-20.00	
	Car : Parking	-1.50	
	Transport	-9.00	
		<u>-31.75</u>	33,241.17
17/12/2018 D Firth	Staff : Salaries (Civic Hall)	-279.40	32,961.77
17/12/2018 WCF Fuels	Civic Hall Expenditure : Heating Oil	-911.59	
	VAT Recoverable	-45.58	
		<u>-957.17</u>	32,004.60
17/12/2018 On a Roll	Events : Film Night	-150.00	31,854.60
18/12/2018	Events : Film Night	24.00	31,878.60

18/12/2018 Plus net	Computer : Online/Internet Service	-23.32	
	VAT Recoverable	-5.83	
		<u>-29.15</u>	31,849.45
18/12/2018	Civic Hall : Hire	34.00	
	Events : Film Night	225.00	
		<u>259.00</u>	32,108.45
20/12/2018 Water plus	Civic Hall Expenditure : Water	-1,018.37	31,090.08
20/12/2018 Reed Momenta	Civic Hall : Hire	238.88	31,328.96
20/12/2018 Creation Station	Civic Hall : Hire	89.25	31,418.21
20/12/2018 Independent Vetcar	Civic Hall : Hire	64.80	31,483.01
20/12/2018 British Gas	Bills : Gas/Heating	-240.24	
	VAT Recoverable	-60.06	
		<u>-300.30</u>	31,182.71
20/12/2018 Unity Trust Bank	Bank Charges : Service Charge	-18.00	31,164.71
20/12/2018	Transfer To : Current - Unity Trust	-10,000.00	21,164.71
20/12/2018	Transfer From : Deposit - Unity Trust	10,000.00	31,164.71
31/12/2018	Investment Income : Bank Interest	23.98	31,188.69
Grand Total		<u><u>-6,618.35</u></u>	<u><u>31,188.69</u></u>

Account Transactions 01/01/2019 - 31/01/2019

Date	Payee	Category	Amount	Running Balance
Opening Balance as of 01/01/2019				31,188.69
04/01/2019		Civic Hall : Hire	-36.30	
		Sponsorship	-250.00	
			<u>-286.30</u>	31,474.99
09/01/2019	Plus net	Computer : Online/Internet Service	-23.50	
		VAT Recoverable	-4.70	
			<u>-28.20</u>	31,446.79
10/01/2019	Royal British Legion	Events : Remembrance Day	-20.00	31,426.79
11/01/2019	Groundwork Uk Ltd	TD&PC : Neighbourhood plan	3,897.00	35,323.79
17/01/2019	On a Roll	Events : Film Night	-100.00	35,223.79
17/01/2019	R E Salt	Capital Expenditure : Civic Hall	-2,300.00	
		VAT Recoverable	-460.00	
			<u>-2,760.00</u>	32,463.79
17/01/2019	Trade Uk	Civic Hall Expenditure : Maintenance	-16.11	
		VAT Recoverable	-3.21	
			<u>-19.32</u>	32,444.47
17/01/2019	Trade Uk	Civic Hall Expenditure : Maintenance	-10.78	
		VAT Recoverable	-2.15	
			<u>-12.93</u>	32,431.54
17/01/2019	R Marsden	Civic Hall Expenditure : Maintenance	-31.71	32,399.83

17/01/2019 Moore & Wife	Asset Management : War Memorial Cleaning	-450.00	
	VAT Recoverable	-90.00	
		<u>-540.00</u>	31,859.83
17/01/2019 Bob Bailey	Asset Management : Devolved Expenditure	-40.31	
	VAT Recoverable	-3.81	
		<u>-44.12</u>	31,815.71
17/01/2019 Bob Bailey	Split/Multiple Categories	-77.40	31,738.31
	Printing & Stationary	-64.50	
	VAT Recoverable	-12.90	
17/01/2019	Carnforth Express Expenditure : Printing	-400.00	
	Carnforth Express Expenditure : Distribution	-300.00	
	VAT Recoverable	-60.00	
		<u>-760.00</u>	30,978.31
17/01/2019 HMRC	Taxes : Income Tax	-483.40	30,494.91
17/01/2019 R Marsden	Staff : Salaries (Civic Hall)	-840.48	29,654.43
17/01/2019 R Marsden	Staff : Expenses (Civic Hall)	-15.00	29,639.43
17/01/2019 D Astley	Staff : Salaries (Outdoor Mntce)	-283.67	29,355.76
17/01/2019 D Astley	Staff : Expenses (Outdoor Mntce)	-10.80	29,344.96
17/01/2019 Bob Bailey	Staff : Salaries (Town Clerk)	-608.46	28,736.50

17/01/2019	Bob Bailey	postage	-1.25	
		Bills : Telephone	-10.00	
		Printing & Stationary	-10.00	
		Staff : Expenses (Town Clerk)	-9.00	
		Car : Parking	-6.00	
			<u>-36.25</u>	28,700.25
17/01/2019	Active 8	Civic Hall : Hire	150.00	28,850.25
17/01/2019	Mr & Mrs Ingleby	Events : Christmas Competition	-100.00	28,750.25
17/01/2019	Ms G Brown	Events : Christmas Competition	-50.00	28,700.25
17/01/2019	Allotments society	Events : Christmas Competition	-25.00	28,675.25
18/01/2019	Plus net	Computer : Online/Internet Service	-25.02	
		VAT Recoverable	-6.25	
			<u>-31.27</u>	28,643.98
18/01/2019	British Gas	Bills : Gas/Heating	-85.15	
		VAT Recoverable	-4.25	
			<u>-89.40</u>	28,554.58
22/01/2019		Civic Hall : Drinks machine	50.50	28,605.08
28/01/2019	Creation Station	Civic Hall : Hire	25.50	28,630.58
31/01/2019	C Haggan	Civic Hall : Hire	108.00	28,738.58
31/01/2019	C Haggan	Civic Hall : Hire	64.80	28,803.38
31/01/2019	C Haggan	Civic Hall : Hire	64.80	28,868.18
			<u>-2,320.51</u>	<u>28,868.18</u>

Carnforth Town Council

Internal Audit 2017/18 Update on the implementation of recommendations (31st January 2019)

No	Recommendation	Priority	Action / Responsibility	Current position
1	That a comprehensive cash- book or similar accounting record is established as the prime source of financial reporting, including bank reconciliations, budget monitoring, final account, VAT returns, etc.	High	Town Clerk established a prime record for all financial reporting and monitoring, which was approved by the Finance & Governance Committee. Budget monitoring and reporting introduced.	Implemented
2	That a formal review of the Council’s risk assessment be undertaken at the earliest opportunity and that this is subject to at least annual review in the future.	Med	Risk assessment revised and reviewed by the Finance and Governance Committee and approved by Full Council	Implemented
3	That the format of the risk assessment record is revised to ensure that risks are clearly expressed in a consistent manner to facilitate comparison and prioritisation	Med		
4	That the purposes of, and procedures for managing, the risk assessment are included in Council Members’ training plans, including any induction processes	Med	Purposes and procedures for the risk management brought to Members attention during the recent review and included in the induction of a new Councillor, but not yet documented or part of training plans	Partially Implemented
5	That a review is undertaken of budget headings in preparation for the next budget setting process. This should take into account the information needs of each of the Council’s committees as well as the Town Council itself, and focus on providing information on any exceptions arising	Med	Budget headings determined at the beginning of the year have been reviewed throughout 2018/2019 and were used to agree the budget and precept for 2019/2020. Budget monitoring introduced to all committees	Implemented
6	Budget monitoring reports should be designed so as to provide clear information on any exceptions and areas requiring attention/remediation	Med	Budget monitoring reports presented to F&G Committee each month with any exceptions being brought to Members attention.	Implemented

**Carnforth Town Council
Internal Audit 2017/18**

Update on the implementation of recommendations (31st January 2019)

No	Recommendation	Priority	Action / Responsibility	Current position
7	Consideration should be given to whether it would be beneficial to establish any specific earmarked reserves for particular purposes, including future repairs and renewals, initiatives or events	Med	All Committees now consider budget plans for the coming year(s) as part of the annual budget process. A Reserves Policy/Strategy needs to be drafted and implemented	Partially implemented
8	A comprehensive list (spreadsheet) should be maintained containing details of known charges due to be made, and a list of invoices raised with details of all payments received, sums outstanding and any recommendations for write-off	High	F & G Committee approved the debtors monitoring report of all invoices raised, payments made and debts outstanding. This report is produced quarterly for Member consideration.	Implemented
9	The planned review of the schedule of charges should be undertaken so as to inform and coordinate with the next annual budget setting process.	Med	To be considered by the F & G Committee	Not yet implemented
10	The Town Clerk should receive further training and guidance in the operation of the HMRC 'Basic PAYE Tools' system	High	Town Clerk is now more confident with using the HMRC system. When time allows online training and exercises are being carried out.	Implemented
11	Once the above point has been resolved, a review is undertaken of how employees' pay and other contractual conditions are managed through the system, to provide certainty regarding both the pay due and any deductions made	High	Town Clerk has developed a spreadsheet that provides assurances that employees pay and conditions are being managed and applied correctly.	Implemented
12	The terms of the Civic Hall Manager's rent deduction should be clarified to ensure it is correctly applied in the payroll and accounting records.	Med	The position has been clarified and rent is now being deducted correctly from Civic Hall managers pay.	Implemented
13	Periodic bank reconciliations including all accounts should be undertaken by the Town Clerk and reported to the Finance Committee alongside the regular financial monitoring reports.	Med	Bank reconciliations carried out monthly and reported to F & G Committee	Implemented