



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting to be held on
Wednesday 20th June 2018 at 6:30pm
at the Council Offices, Market Street Carnforth**

- 18033 To receive apologies for absence
- 18034 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 18035 To consider items of urgent business
- 18036 To consider Minutes of the meeting held on Wednesday 16th May 2018 (see supporting papers)
- 18037 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- a) Public discussion
 - b) Clerk's report (to follow)
 - c) Correspondence (see Agenda pack)
 - d) Members updates and actions
 - Town Mayor
 - Outdoor Maintenance
 - e) Reports of Ward and County Councillors
 - f) Reports from outside bodies:
 - Carnforth & District Chamber of Trade
 - Carnforth & District Twinning Association
 - Quarry Liaison
- 18038 To consider planning applications set out below: (Please note that planning applications can be viewed online at:
<https://www.lancaster.gov.uk/planning/view-applications-and-decisions>:

Application No:	Description
No planning applications received	

- 18039 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 18040 To consider for approval Schedule of Payments and Receipts (See Agenda pack)



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 18041 To consider any update on the activities of the Asset Management Committee (Chair to Report)
- 18042 To consider report and recommendations of the Town Development & Planning Committee (Chair to report)
- 18043 To consider report and recommendations of the Finance and Governance Committee (Vice-Chair to Report)
- 18044 To consider date and time of next meeting

A handwritten signature in black ink, which appears to read 'Robert Bailey', followed by a long horizontal line.

Town Clerk

15 June 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Correspondence – June 2018



Date	Sender	Topic
21/05/2018	Lancaster City Council	Weekly list of planning applications
21/05/2018	Lancaster City Council	Flood Training Event – The Platform 26/09/2018
24/05/2018	Lancaster City Council	Bailrigg Garden Village Issues & Options consultation
25/05/2018	Chamber of Trade	Minutes of meeting held on 18/05/2018
25/05/2018	Lancashire County Council	Local Delivery Scheme 2018
30/05/2018	Lancaster City Council	Response to CCTV in Carnforth
30/05/2018	Lancaster City Council	Weekly list of planning applications
30/05/2018	Lancaster City Council	Future Gypsy & Traveller Sites – 'Call for sites'
30/05/2018	Rural Vulnerability Service	Fuel Poverty - Newsletter
31/05/2018	Lancashire County Council	Response to questions raised on new proposals for street lighting maintenance
05/06/2018	Chamber of Trade	Agenda for meeting on 11/06/2018
05/06/2018	Lancashire & Merseyside Training Partnership	Neighbourhood Plan Workshop
06/06/2018	Morecambe Bay NHS Trust	Free talks on the history of local healthcare
06/06/2018	PSE	Newsletter
06/06/2018	Councillor P Williamson	Grit Bins Review
06/06/2018	Lancaster City Council	Weekly list of planning applications
06/06/2018	Rural Opportunities Bulletin	Funding opportunities
06/06/2018	Lancaster City Council	Bailrigg Garden Village Issues & Options consultation (reminder)
06/06/2018	Lancashire County Council	Children and Family Wellbeing Service consultation
12/06/2018	Resident	Resident Parking Scheme
12/06/2018	Lancaster City Council	Wray with Botton Neighbourhood Plan Submission Consultation



Correspondence – June 2018



Date	Sender	Topic
12/06/2018	Lancaster Area Search & Rescue (LASaR)	Level 1 Water Awareness Course – 11/08/201
12/06/2018	Lancaster City Council	Weekly list of planning applications



Planning Application Comments & Decisions June 2018



Application Number / Description	Town Council Comment	Planning Authority Decision / Status
16/00335/OUT: Outline application for the erection of 158 dwellings with associated new vehicular access, incorporating a roundabout and access road, and pedestrian/cycle access points; Land Between Brewers Barn And The A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Objection	Awaiting decision – considerable delays in completion of legal agreement. Decision expected in two months
17/01264/VCN: Erection of five 2-storey detached dwellings with associated access (pursuant to the variation of condition 2 on planning permission 16/01257/FUL to amend the site layout and variation of house type) - Land Adjacent, 153 North Road, Carnforth	No representations	Awaiting decision
18/00365/OUT: Outline application for residential development comprising up to 238 dwellings with associated vehicular and cycle/pedestrian access to Scotland Road and cycle/pedestrian access to Carnforth Brow / Netherbeck, public open space, creation of wetlands area, construction of water detention basins, erection of sub-station, associated earth works and land regrading and landscaping – Land off Scotland Road, Carnforth	No representations	Awaiting decision
18/00268/FUL: Erection of a replacement bowling pavilion - Rear of Taps on the Green, 77 Kellet Road, Carnforth La5 9JR	No representations	Awaiting decision
18/00269/FUL: Erection of office, storage & distribution building with associated parking and access - Carnforth Business Park, Oakwood Way, Carnforth	Comment seeking assurances about no lighting disruption	Awaiting decision
18/00463/FUL: Erection of a 2 storey dwelling, creation of an access and parking area and erection of a single storey rear extension to existing dwelling – 17 Towpath Walk, Carnforth	No representations	Awaiting decision
18/00494/OUT: Outline application for the erection of a dwelling and detached garage and creation of an access – Land adjacent to 18 Crag Bank Road, Carnforth	No representations	Permitted
18/00546/FUL: Construction of a balcony and external staircase to rear – The Hollies, 20 Crag Bank Road, Carnforth LA5 9EH	No representations	Refused

Schedule of Payments and Receipts

June 2018

Payments

Invoice Date:	Payment Type:	Payment To:	Description:	Budget:	Net £	Vat £	Gross £
01-May-18	BACS	Laburnham Nurseries Ltd	Compost & bedding plants	Asset management: Devolved budget	-120.00	-24.00	-144.00
11-May-18	BACS	Thomas Graham	Various cleaning materials & equipment	Civic Hall: Cleaning	-57.61	-11.52	-69.13
15-May-18	BACS	Thomas Graham	Various cleaning materials & equipment	Civic Hall: Cleaning	-25.73	-5.15	-30.88
18-May-18	BACS	HMRC	PAYE underpayment 2018/2018	HMRC	-463.75	0.00	-463.75
23-May-18	BACS	Carnforth & District Chamber of Trade	Hanging Baskets	Asset management: Devolved budget	-180.00	0.00	-180.00
24-May-18	BACS	Carnforth Heritage Centre Ltd	Room Hire - Launch of 'Carnforth Trail'	Town Development: Devolved budget	-50.00	-10.00	-60.00
29-May-18	BACS	Laburnham Nurseries Ltd	Compost & bedding plants	Asset management: Devolved budget	-354.00	-70.80	-424.80
31-May-18	BACS	Carnforth Print & Design	Printing	Printing/Stationery	-88.00	0.00	-88.00
01-Jun-18	BACS	direct365	Specialist waste collection & recycling services Jun 2018 - Jun 2019	Civic Hall: Waste & Recycling	-169.52	-33.90	-203.42
05-Jun-18	BACS	HMRC	PAYE Month 2	HMRC	-323.73	0.00	-323.73
06-Jun-18	BACS	WCF Fuels	Heating Oil	Civic Hall: Heating Oil	-810.00	-40.50	-850.50
15-Jun-18	BACS	Donald Astley	Salary	Outdoor Mntce Operative: Salary	-283.87	0.00	-283.87
15-Jun-18	BACS	Donald Astley	Mileage Expenses	Outdoor Mntce Operative: Expenses	-180.60	0.00	-180.60
15-Jun-18	BACS	Donald Astley	Paint supplies	Asset management: Devolved budget	-23.29	0.00	-23.29
15-Jun-18	BACS	Richard Marsden	Salary	Civic Hall: Salary	-825.70	0.00	-825.70
15-Jun-18	BACS	Richard Marsden	Monthly Allowance	Civic Hall: Expenses	-15.00	0.00	-15.00
15-Jun-18	BACS	Bob Bailey	Salary	Town Clerk: Salary	-800.54	0.00	-800.54
15-Jun-18	BACS		Salary	Town Clerk: Expenses	-41.41	0.00	-41.41
Totals					-4,812.75	-195.87	-5,008.62

Receipts

Date:	Payment Type:	Payment From:	Description:	Budget:	Amount £
Totals					0.00



Asset Management Committee

Terms of Reference

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- At the first Committee meeting of the municipal year a Chair and Vice-Chair will be elected
- A quorum will be three members or one half of the Committee membership, whichever is greater
- Invite Civic Hall Manager, Outdoor Maintenance Operative and suppliers as required

MEETINGS:

- The Committee will meet every month but may conduct business about urgent asset management matters by email as required;
- A record of activities and decisions taken by the Committee will be recorded in the Committee Minutes;
- Minutes of the Committee will be submitted to the Town Council at the next meeting for debate;
- The Clerk is responsible for acting on the decisions of the Committee as directed

DELEGATED POWERS AND RESPONSIBILITIES: In line with budgets set by the Finance and Governance Committee the Committee has delegated powers and responsibilities to:

- Manage and monitor expenditure of the allocated sum determined during the preparation of the Annual Budget
- Request the Town Clerk / Responsible Finance Officer to purchase any service, goods or materials approved by the Committee ensuring best value for money
- Spend up to a maximum of £750 on any one item of expenditure (any planned capital expenditure will be incorporated separately as part of the annual budget)



Asset Management Committee

Terms of Reference

- Agree authorisation and through the delegated authority of the Chair, where necessary, for the urgent order and payment of emergency work to a maximum value of £750. (A verbal estimate of the potential cost of the emergency work shall be obtained where possible and confirmed in writing later)
- Refer to the Finance and Governance Committee
- Develop an Asset Management Strategy and plans to facilitate the effective operation, use, repair and sustainability of the Council's assets
- Monitor and assess progress and determine responsibility for implementation of projects and actions determined by the Committee
- Annually review the Asset Register of the assets held in the Carnforth Town Council Offices, Civic Hall and in the town
- Ensure that procedures are in place to effectively maintain and ensure the safe preservation of the Council's assets
- Determine the policy for the disposal, write-off and replacement of assets
- Ensure that quotations and competitive tenders for the acquisition of assets are obtained in line with the Council's Standing Orders and Financial Regulations
- Work in partnership with the local community and other organisations to maximise the scope for funding opportunities for the acquisition and maintenance of assets
- Ensure that proper governance and risk management policies and practices are applied to the management of Council assets
- Develop key performance indicators on the management of Council assets
- Review and implement internal / external audit recommendations relating to asset management
- Meets in annually with the Finance and Governance Committee to discuss forward planning and budgetary requirements for the following financial year
- Support officers in developing skill sets required to undertake asset management tasks and attend training as necessary



Town Development Committee

Minutes of the meeting of Town Development Committee held on Monday 21st May 2018 at 5:00pm at the Council Offices, Market Street Carnforth

Present: Councillor Watkins (Chair); Councillor Bromilow;
Councillor Gardner and Councillor Woof

In attendance: Bob Bailey, Town Clerk

- 18012 **Apologies:** No apologies had been received.
- 18013 **Declarations of Interest and Dispensations:** There were no declarations of interest or dispensation requests.
- 18014 **Urgent Business:** There were no matters of urgent business
- 18015 **Minutes:** Councillor Watkins requested some minor amendments to the previous Minutes and informed Members that a formal risk assessment had been carried out before the Heritage Trail had been held on Saturday 5th May. It was then **RESOLVED** that the Minutes of the meeting held on Tuesday 10th April 2018 be approved.
- 18016 **Adjourn for public discussion:** No Members of the public were present
- 18017 **Carnforth Heritage Trail:** Members agreed that the first heritage trail held on Saturday 05th May 2018 had been a real success and Councillor Watkins and Mrs Anne Marie Smith were congratulated for their efforts in developing the trail.

Members considered that further guided Heritage trails should be held in June and August and there was a discussion as to whether these should be chargeable, or donations requested. It was suggested that Councillor Watkins shares the 'script' that he had developed to accompany the Heritage Trails so that other Members could lead later trails.

After some discussion, it was **RESOLVED** that a poster be produced for the trail to be held on Saturday 16th June requesting donations and that further consideration be given to charging for the trail planned for Saturday 4th August.

There was then a discussion about other possible trails including an 'Ironworks' trail and ones at Warton Crag and along the Canal. It was **RESOLVED** that Councillor Watkins draws up trails for consideration by Members of the Committee.



Town Development Committee

18018 **Blue Heritage Plaques:** Members confirmed that locations and funding of the six plaques as set out in the Minutes of the April meeting. It was suggested that a further plaque could be acquired to be located on the former property in Dunkirk Avenue of former Chair and Mayor of Carnforth Town Council, Mrs Edna Jones, a well-known and respected figure in Carnforth for many years.

The Town Clerk reported that he had established the suppliers for the heritage plaques and will place an order once suitable wording for each has been provided and agreed.

It was then **RESOLVED** that subject to suitable wording being provided and agreed, an order be placed for seven blue heritage plaques and funding arranged as necessary thereafter.

18019 **Floral Displays Sponsorship:** The Town Clerk reported that invoices had now been raised for each of the flower box sponsors at cost of £50 per box per annum. Some sponsors have agreed to fund flower boxes for more than one year.

There was then a discussion about a suitable memorial plaque for Councillor Janette Gardner, to be located at one of the flower beds around the War Memorial.

It was **RESOLVED** that the update on sponsorship of floral displays be noted that Councillor Paul Gardner provide wording for a plaque in memory of Councillor Janette Gardner.

18020 **Planned Events 2018/2019:**

a) **Armed Forces Day:** There was a detailed discussion about the objectives and arrangements for Armed Forces Day on **Saturday 30th June**. The aim is to celebrate and raise awareness of the role of the Royal Navy, Army and Royal Air Force, veterans, reservists and cadets in society.

Action: The Town Clerk was asked to contact local churches, schools and military cadets and reservists to invite them to take part in the event which will be held in the War Memorial Gardens. The Clerk was asked to produce a poster for the event. Members would like to include some 'hardware' in the celebrations on the day possible/practicable.



Town Development Committee

- b) **Carnforth in Bloom:** Members approved the entry form developed by the Town Clerk for this years competition and noted that details have been posted on the Town Council's website. **Action:** That the Town Clerk arrange for 200 copies of the entry forms to be printed and distributed to identified outlets.

Members then discussed the judging of both the adult and children's competition and several potential judges were suggested, including the Mayor of Lancaster, a headteacher from one of the local schools, a representative from the Bay View Gardens and/or the President of Rotary. **Action:** That Councillor Gardner the Mayor of Lancaster and that the Town Clerk contacts other named individuals to request that they be Judges for 2018 Carnforth in Bloom.

It was then **RESOLVED** that agreed actions for the Armed Forces Day and Carnforth in Bloom be carried out and an update be provided at the next meeting of the Committee on **Monday 4th June – the meeting to be dedicated to finalising plans for these events.**

- 18021 **Carnforth Express:** The Town Clerk outlined a plan to produce the June edition of the Carnforth Express to include activities of the Town Council, planned events and any important and interesting articles provided by County, City and Town Councillors and for it to be published and distributed by early July. Suggestions were also made for the arrangements for advertising in the Carnforth Express and the subsequent invoicing to advertisers.

Members discussed the outline proposals and the importance of the Carnforth Express including articles/pieces provided directly by City, County and Town Councillors.

It was then **RESOLVED** that the Town Clerk draws up a more detailed plan for approval by Councillors Watkins and Smith and agreement with the Editor and details subsequently sent to City, County and Town Members.

- 18022 **Terms of Reference:** Following the resolution of the Town Council that the Town Development Committee also consider planning development and policy, the Town Clerk presented draft proposals for a revised Terms of Reference. This included changing the name of the Committee to the Town Development and Planning Committee and the setting out details of **Membership; Meeting** arrangements and the Committees **Delegated Powers and Responsibilities** for **Town Development** and **Planning Development and Policy.**



Town Development Committee

Members discussed the draft Terms of Reference in detail suggesting some amendments. It was then **RESOLVED** that, subject to amendments as discussed, the draft Terms of Reference as presented be approved and recommended for adoption to the next meeting of the Town Council.

The meeting closed at 6:20pm

A handwritten signature in black ink, which appears to read 'Robert Bailey'. The signature is written in a cursive style with a long horizontal line extending from the end.

Town Clerk

30 May 2018

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

Tel: 07756 080030

Email: clerk@carnforthtowncouncil.org



Town Development & Planning Committee

**Draft Minutes of the meeting held on Monday 04th June 2018
at 5:00pm at Council Offices, Market Street Carnforth**

Present: Councillor Watkins (Chair); Councillor Bromilow;
Councillor Smith and Councillor Woof

In attendance: Bob Bailey, Town Clerk

18023 **Apologies:** Apologies were received from Councillor Barbu.

18024 **Declarations of Interest and Dispensations:** There were no declarations of interest or dispensation requests.

18025 **Urgent Business:** Councillor Watkins referred to the correspondence and subsequent email comments by Members of the Town Council on Lancashire County Council's Local Delivery Scheme and their invitation to all Parish/Town Council's to opt into the scheme in 2018. It was reported that the Town Council had been involved in the scheme some years ago. The scheme includes a one-off payment of £250 to spend on '*vegetation clearance around gates/stiles/signposts and up-growth such as nettles/brambles growing through the surface*'.

After some discussion, it was **RESOLVED** that the Town Council opts into the Local Delivery Scheme 2018 and that Lancashire County Council be advised before the deadline for submissions on **25th June 2018**.

18026 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Monday 21st May 2018 be approved.

18027 **Adjourn for public discussion:** No members of the public were present

18028 **Planned events in the coming weeks:**

- a) **Carnforth Heritage Trail:** Members noted that leaflets and posters had been done for the next scheduled Heritage Trail on **Saturday 16th June** and that details had been posted on social media. It was suggested for this event and next one scheduled for **Saturday 4th August** could be further publicised through the local newspapers and Radio Lancashire.

Councillor Watkins will again be the 'tour guide' and subject, to the number of people attending, Mrs Anne Marie Smith will also lead a group. This will again be a 'free' event although donations will be welcome. At the end of the trail refreshments will be available from the Carnforth Railway Station café.



Town Development & Planning Committee

After some discussion, it was **RESOLVED** that the update on the Carnforth Heritage be noted and that further publicity be sought through local media and on Radio Lancashire.

- b) **Armed Forces Day:** The Clerk updated Members on arrangements for the Armed Forces Day on **Saturday 30th May**. Several groups will be attending, although others had already committed to similar events around the Lancaster and Morecambe and Lunesdale districts.

Nevertheless, there will be a contingency from the Army Cadets, including either an SV or landrover, along with local church and other groups.

Councillor Watkins reported that the celebrations will commence with a public announcement by the Town Crier followed by a service led by Rev. R Neale. Music will be provided by the Salvation Youth Band and will include the Last Post/Reveille.

Attendees will be advised to gather at the War Memorial Gardens around 10:45am for an 11:00am start. The event will be 30 – 45 minutes long.

Posters for the event have been produced and distributed around the Town and information posted on social media. Members commented that good progress had been made and that the event should be well supported. It was then **RESOLVED** that the update on the Armed Forces Day be noted.

- c) **Carnforth in Bloom:** Members were informed that posters extending the date for the submission of entries for both the adult and children's competitions to **30th June** had been printed and distributed, along with a supply of entry forms. It was suggested that a 'banner' to be placed on the railings adjacent to the Market Street/Scotland Road junction would be useful addition to the promotion of Carnforth in Bloom.

The Mayor of Lancaster, Andrew Kay and the Plant Manager at Bay View Gardens are confirmed as judges and it was suggested that a member of Carnforth Rotary be approached as a possible third judge.

It was then **RESOLVED** that the update on the arrangements for Carnforth in Bloom be noted, that an order be placed for a banner to promote the competitions and that a member of Carnforth Rotary be requested to act as a judge for the competitions.



Town Development & Planning Committee

18029 **Other Planned Trails:** Plans to provide other guides later in the year, including an **Ironworks trail on 22nd September** and a **Canal Walk on 20th October** are ongoing. Both events will be free of charge and there was a suggestion that, at some point, contact be made with various coach companies to promote these and the Heritage Trail. It was then **RESOLVED** that the update be noted.

18030 **Blue Heritage Plaques:** Councillor Watkins provided wording for eight blue plaques commemorating the heritage of the town and to be funded by a variety of business/organisations and the Town Council through the budget devolved to the Town Development and Planning Committee. Following some discussion and clarity around the details of the wording and further possible sponsorship of the plaques it was **RESOLVED** that, subject to minor amendments to the wording, an order be placed with the suppliers for eight blue plaques for placement at heritage properties and sites around the town.

18031 **Carnforth Express:** Further to the outline plans for a revised approach to the planning and production of the Carnforth Express the Town Clerk had emailed Members of the Town Development & Planning Committee with firm proposals, that had been discussed and agreed with the Editor of the bi-monthly Newsletter.

Subsequent agreement of the proposals resulted in all Members of the Town Council as well as Ward and County Councillors being informed of key deadlines, including the need to submit any articles for the June Edition of the Carnforth Express to the Town Clerk by **Wednesday 14th June**, when the Town Clerk will be working with the Editor to produce a first draft.

The Town Clerk outlined planned dates for proof-reading the draft and getting the agreed version to the printers so that the Newsletter could be distributed in early July.

It was then **RESOLVED** that the approval of the revised approach to the future production of the Carnforth Express be endorsed and feedback on the process be presented to the Town Development & Planning Committee meeting in July.



Town Development & Planning Committee

18032 **Terms of Reference:** Further to the draft Terms of Reference being presented to Members of the Committee on 21st May, the Town Clerk presented an amended version as discussed at that meeting. It was **RESOLVED** that Terms of Reference as presented be approved and recommended for adoption at the meeting of the Town Council on **20th June**.

18033 **Planning Matters:**

- a) **TDG site:** Councillor Smith advised Members that he had pursued issues relating to Keer Park TDG site on Warton Road. This included a useful meeting with the site owner and his agent about plans for letting the site to various companies. The owner has offered to meet with Members to discuss these plans and related issues further.

It was explained that this discussion confirmed that a large distribution company will have premises on the site that will result in the re-introduction of Heavy Goods Vehicles and have major implications on air quality within the designated air quality management area that has experienced improved air quality in recent years. Members commented that there would be added health and wellbeing issues, including noise nuisance of vehicles travelling on Main Street throughout the night.

Councillor Smith has contacted Lancaster City Council Development Management and Planning Enforcement teams and the Air Quality Officer to obtain further information and advice and has suggested that it would be beneficial for a formal discussion on how the use of the site might be regulated considering the air quality management and other issues.

After much discussion, it was **RESOLVED** that the owner of the TDG site be invited to a future meeting of the Committee and that Councillor Smith write to Lancaster City Council expressing concerns and requesting that a meeting to discuss a suitable solution be sought.

- b) **Future Gypsy & Traveller Sites:** The Clerk reported that as part of the Local Plan, Lancaster City Council is undertaking a 'Call for Sites' process which provides an opportunity for individuals and organisations to suggest any sites that they consider might be suitable for allocation as a Gypsy and Traveller or Travelling Showperson site.



Town Development & Planning Committee

It was reported that proposals could be for either new sites or an expansion or intensification of an existing site and that proposals are invited for permanent residential sites or transit sites / temporary stopping places. The deadline for suggesting potential sites is **Friday 22nd June 2018**.

Members discussed the proposal and the potential and capacity for such sites in the area and it was then **RESOLVED** that no sites be suggested at this point but that the identification of land to accommodate a Gypsy and Traveller or Travelling Showpersons in the future be taken into consideration as part of the development of the Carnforth Neighbourhood Plan proposals.

- c) **Planning Applications:** No planning applications have been received.

The meeting closed at 6:20pm

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

15 June 2018

28 Wilson Grove,

Heysham, Morecambe

LA3 2PQ

Tel: 07756 080030

Email: clerk@carnforthtowncouncil.org



Town Development & Planning Committee

Terms of Reference

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- First meeting to elect chair of Town Development and Planning Committee
- A quorum will be three members
- Invite Chamber of Trade and other organisations as relevant

MEETINGS:

- The Committee will meet every month but may conduct business about routine planning matters by email as required;
- A record of all planning applications, the responses of the Town Council and the decisions taken by the planning authority will be recorded in the minutes of the Town Council;
- The Clerk will minute all meetings of the Town Development and Planning Committee and the minutes will be submitted to the Town Council at the next meeting for debate;
- The Clerk is responsible for submitting responses to the Town Council including recommendations and reasons for decision
- Meet annually with the Finance and Governance Committee to agree forward planning and budgetary requirements for the following financial year.

DELEGATED POWERS AND RESPONSIBILITIES – TOWN DEVELOPMENT: The Committee has delegated powers to plan, develop and promote festivals/events and the Town in line with budgets set by the Finance and Governance Committee, and to:

- invite organisations to present ideas on festivals and events and the promotion of the Town;
- seek the views of the local community on how the programme of festivals and events should be developed;



Town Development & Planning Committee

- ensure that partnership agreements are in accordance with financial regulations and standing orders are properly entered into;
- work in partnership with the local community and other organisations to maximise the scope and funding opportunities for festivals and events and promotion of the Town;
- seek additional funding or sponsorship, where appropriate, for festivals, events and promotion of the Town in line with financial regulations;
- develop a community engagement strategy;
- plan, develop and publish the bi-monthly newsletter, Carnforth Express
- meets annually with the Finance and Governance committee to discuss forward planning and budgetary requirements

DELEGATED POWERS AND RESPONSIBILITIES – PLANNING DEVELOPMENT &

POLICY: The Committee has delegated powers to consider all planning applications and to:

- consider in detail planning applications that involve three or more domestic properties, commercial developments and any strategically important application and to make recommendations to the Town Council how it should respond to each planning application;
- study relevant plans, visit relevant sites and consider any comments made by other statutory consultees and the local community before coming to a decision;
- consider whether to canvass opinion for and against applications to assist with a fair determination of these applications;
- ensure that all relevant parties are given an adequate hearing if requested in accordance with the Town Council's standing orders;
- ensure that any objections or recommendations are based solely on material planning criteria;
- consider environmental aspects when considering planning applications;
- consider and respond to any planning policies, strategies and consultations and to make recommendations to the Town Council on its response;



Town Development & Planning Committee

- to identify and make representations to the relevant authorities any enforcement action or matters considered to be breaches of planning regulations;
- attend planning training sessions as offered by the planning authority and to read all important documentation to ensure that the Committee is aware of current legislation and regulations.



Carnforth Town Council

Draft Minutes of the Finance & Governance Committee held at the Council Offices, Market Street, Carnforth on Wednesday 13th June 2018

Present: Councillor Grisenthwaite (Chair); Councillor Aspin;
Councillor Parker (part); Councillor Roe

In attendance: Bob Bailey, Town Clerk; Derek Whiteway (CPFA), Internal Auditor

18027 **Apologies:** Apologies were received from Councillors Bromilow and Wooff

18028 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

18029 **Minutes:** It was **RESOLVED** that the Minutes of the Finance and Governance Committee held on 2nd May approved.

18030 **Urgent Business:** There were no matters of urgent business

18031 **Adjourn for public discussion:** No members of the public attended the meeting.

18032 **Annual Accountability and Governance Return (AGAR):** The Clerk reported that subject to discussions on the matters arising from the Internal Audit (Agenda item 18033 refers) Part 3 of the Annual Governance and Accountability Return (AGAR) for 2017/2018 will need to be completed and referred to the Town Council for agreement and signature by the Town Mayor.

It was explained that **Annual Audit Report 2017/18** contained within the AGAR must be completed by the Internal Auditor based on his/her independent 'assessment of risk' and a 'selective assessment of compliance with relevant procedures and control in operation during the financial year ended 31st March 2018', together with the Internal Auditors conclusions on the internal controls in place.

Sections 1 and 2 are to be completed and approved by the Town Council being the *Annual Governance Statement and Accounting Statements* for 2017/18.

The AGAR must then be submitted to the External Auditor by 25th June for them to carry out their audit, complete **Section 3** and return the AGAR to the Town Council.

18033 **Internal Audit Report:** Derek Whiteway CPFA then took Members through each heading of the requirements of the internal audit as set out in the AGAR. He explained the work that he had undertaken during the audit, highlighting good financial management by the Town Council and recommendations where this could be enhanced.

The Internal Auditors overall conclusions on completion of the audit was that there were:

1. *'No significant discrepancies found, except for a small number of minor errors in recording figures';*
2. *'Correct accounting basis has been employed', and the;*
3. *'Payments system is well-designed and efficient with strong approval procedures*

Suggested areas of improvement were around:

1. updating the current risk assessment and improving the format;
2. maintaining a single source accounting record (cash book);
3. simplifying monitoring report(s) at a *'higher level'*;
4. carrying out a review of pay and contractual systems through the HMRC's PAYE system.

Based on the audit carried out, the Internal Auditor has concluded that in all **'significant aspects the control objectives** [as set out in the AGAR] **were being achieved throughout the financial year to a standard adequate to meet the needs of the authority'**. As such he has 'signed off' the *Annual Internal Audit Report* section of the AGAR.

Members asked several questions before it was **RESOLVED** that the Internal Auditor be thanked for his thorough and extensive audit and that he produces a written report outlining action needed to implement the recommendations. It was further **RESOLVED** that the Town Clerk completes the Town Council's sections of the AGAR for approval and signature at the June meeting of the Town Council.

18034 **Financial Monitoring Reports (April & May):** As agreed at the May meeting of the Committee the Clerk presented new monthly transaction reports for April and May itemising income and expenditure for all the Council's bank accounts, the budget heading (or category) and an overall *'Running Balance'*.

Members commented that the reports were very clear and easy to follow, providing the right level of detail needed to understand the Council's finances each month. Notwithstanding, the written recommendations yet to be received from the internal auditor, it was noted that the reports as presented and already planned (such as a monthly budget report), are in line with the level of detail that the Finance and Governance Committee need to make informed decisions on the Council's finances.

There was then a general discussion about what 'high level summary' should be considered by the Town Council including the *Schedule of Payments and Receipts* (formally referred to as the Treasurer's Order)

It was then **RESOLVED** that the *Monthly Transaction Reports* for April and May and the format of the reports as presented be approved and that, when

practicable, the *Schedule of Payments and Receipts* (or similar) be presented to the Town Council as a recommendation from the Finance & Governance Committee giving assurance on the validity of the expenditure incurred by the Town Council in fulfilling its functions and activities.

- 18035 **Review of Fees and Charges:** The Clerk suggested that Members may wish to review the current fees and charges for the hire of the Civic Hall and other areas of income as part of the annual budget process later in the year.

Members briefly discussed the current areas of income generation and the potential for opportunities to expand these in the future. It was then **RESOLVED** that current fees and charges be reviewed by the Committee in September as part of the budget process and for subsequent approval by the Town Council.

- 18036 **Draft Privacy Notice:** Further to the approval at previous meetings of the Town Council and this Committee the Clerk had produced, and previously distributed to all Members of the Council, a draft Privacy Notice in accordance with GDPR requirements. Members were reminded that Privacy Notices are a key element of GDPR as a public statement of how the Council (or any organisation) applies data protection principles to processing data.

It was reported that the Privacy Notice differs from a data protection policy (Agenda item 1837 refers) which, necessarily, goes into more details about data protection objectives, responsibilities and how to handle violations.

Members considered that the Privacy Notice as drafted, provided a clear and concise explanation of the legal basis for processing data; how the information might be used and stored and for how long; the rights that the 'data subject' has, and; how they can raise a complaint.

It was then **RESOLVED** that the Privacy Notice as drafted be recommended by the Finance and Governance Committee for approval by the Town Council.

- 18037 **Draft Data Protection & Information Policy:** The Clerk had also written a draft Data Protection and Information Policy as directed by this Committee and the Town Council. The Policy drafted in line with the new GDPR requirements sets out in detail how the Council will comply with the rules, known as '*data protection principles*' and details of the rights of the individual, or data subject, under the Data Protection Act 2018.

After some discussion, it was **RESOLVED** that the Data Protection and Information Policy as drafted be recommended by the Finance and Governance Committee for approval by Town Council

- 18038 **Draft Publication Scheme:** The Clerk reported that the Freedom of Information Act 2000 requires that every authority has a Publication Scheme that sets out the Council's commitment to make certain classes of information routinely available to the public. These include, but are not restricted to, policies and procedures, minutes of meetings, annual reports and financial information etc.

Given the additional requirements of GDPR, the Town Clerk has drafted a revised Publication Scheme (based on a model standard) for the Town Council setting out information held now - as well as any that it might be held in the future –

where it is/will be held and whether there will be any charges for the information being made available.

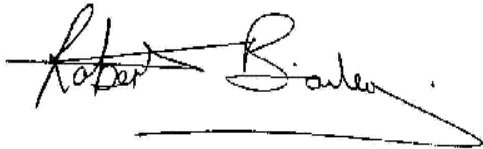
Members were asked to consider whether there should be a charge for any disbursement costs (i.e. photocopying, postage and delivery) for requests for information.

After some comments and questions, it was **RESOLVED** that the draft Publication Scheme as presented, be recommended by the Finance and Governance to the Town Council for approval. It was further **RESOLVED** that no charge for disbursements costs be made, although the Town Council will reserve the right to cover its costs where a high volume of information is requested.

- 18039 **Draft Terms of Reference:** Following a discussion at the last meeting of the Finance & Governance Committee, Members considered a revised Terms of Reference. The revised draft sets out details about the Membership and conduct of meetings and the Committees delegated powers and responsibilities for financial management, (including monitoring and reporting); governance and risk management arrangements and resource management.

After some discussion, it was **RESOLVED** that, subject to a minor amendment, the Terms of Reference of the Finance and Governance Committee be approved and recommended to the Town Council for adoption.

The meeting closed at 18:00



Town Clerk

15 June 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org

TERMS OF REFERENCE

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- The first order business at the first meeting of the Committee after the Annual Town Council meeting will be to elect a Chair and Vice-Chair
- A quorum will be three members
- Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on items of the Agenda
- The Committee will invite representatives from other organisations to the Committee meetings as required

MEETINGS:

- The Committee will meet every month but may conduct business about routine financial matters by email as required;
- A record of activities and decisions taken by the Committee will be recorded in the Committee Minutes;
- Minutes of the Committee will be submitted to the Town Council at the next meeting for debate;
- The Clerk is responsible for acting on the decisions of the Committee as directed

DELEGATED POWERS AND RESPONSIBILITIES: In accordance with the Local Government Act 1972 the Committee has delegated powers and overall responsibility for financial management, monitoring and reporting; governance and risk management arrangements and resource management as set out below:

Financial management, monitoring and reporting:

- Review and monitor the income and expenditure of the Council as a whole
- Provide guidance and to Committees and Council on overall levels of income and expenditure
- Draft annual budget in consultation with Committees
- Recommend annual precept to Council
- Receive monthly financial monitoring reports and to authorise all income and expenditure
- Establish a proper system of internal control
- Monitor outstanding debts and procedures for debt recovery

- Consider and respond to financial recommendations made by Committees
- Consider Internal Audit and External Audit reports and to report findings and recommendations to Council
- Consider grant applications and make recommendations to Council
- Annually review all Council fees and charges
- Annually review the Council's Financial Regulations and any other policies and procedures relating to financial matters
- Monitor and manage the use of reserves and annually review the strategy for determining the amount of reserves in the budget

Governance and risk management arrangements:

- Annually review Standing Orders and other governance and risk management policies and procedures
- Ensure that the functions and activities of the Council comply with statutory requirements and adopted policies and procedures, including Freedom of Information, Transparency Code and the General Data Protection Regulations
- Consider all complaints received in accordance with the Council's complaints procedure and make recommendations to Council
- Report annually on the complaints received and any lessons learned and acted upon

Resource management

- Manage the selection and recruitment of staff employed by the Council
- Manage all other staff related matters, including sickness absence and disciplinary and grievance procedures as the need arises
- Manage the performance of the Town Clerk and establish arrangements for an annual appraisal of his/her performance and professional development requirements
- Establish arrangements for the development, training and performance management of all other staff employed by the Council
- Develop a programme of Member training and development
- Report annually on Member and staff training undertaken and skills developed during the year
- Oversee the use of information and communications technology, including management of the Council's website and social media in support of the Council's business activities and functions



CARNFORTH TOWN COUNCIL - PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 Who we are and what we do - organisational information, locations and contacts		
Who's who on the Council	<ul style="list-style-type: none"> Website Hard Copy – Contact Town Clerk Website – Annual Report Hard Copy – All households in the Parish receive a copy of the Annual Report Additional paper copies of Annual Report available – Contact Town Clerk 	Free Free Free Free Free
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and e-mail address)	<ul style="list-style-type: none"> Website – all information including e-mail Annual Report Telephone Town Clerk (see end of this document). Hard Copy – Contact Town Clerk 	Free Free Free Free
Class 2 What we spend and how we spend it - Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)		
Annual Return form and report by Auditor	<ul style="list-style-type: none"> Hard Copy – Contact Town Clerk 	Free
Finalised Budget	<ul style="list-style-type: none"> Website – “Financial Information” Annual Report (delivered to households) Hard Copy of Statement of Accounts - Contact Town Clerk 	Free Free Free
Precept	<ul style="list-style-type: none"> Website – Minutes of Precept Setting meeting Annual Report (delivered to households) Hard Copy – Contact Town Clerk 	Free Free Free
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> Hard Copy – Contact Town Clerk 	Free
Grants Given and Received	<ul style="list-style-type: none"> Hard Copy – Contact Town Clerk Annual Report (delivered to all households) 	Free Free



CARNFORTH TOWN COUNCIL - PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> • Hard Copy – Contact Town Clerk 	Free
Members allowance and expenses	<ul style="list-style-type: none"> • Hard Copy – Contact Town Clerk • Annual Report (delivered to all households) 	Free Free

Class 3 What our priorities are and how we are doing - Strategies and plans; performance indicators and reviews		
Town Plan	<ul style="list-style-type: none"> • Website • Hard Copy – Contact Town Clerk 	Free Free
Annual Report (current and previous year as a minimum)	<ul style="list-style-type: none"> • Website • Hard Copy – All households in the Parish will receive a free copy delivered to their door • Additional Hard Copies – Contact Town Clerk 	Free Free Free

Class 4 How we make decisions - Decision making processes and records of decisions (Current and previous council year as a minimum)		
Timetable of Town Council Meetings	<ul style="list-style-type: none"> • Website • Annual Report (delivered to all households) • Hard Copy – Contact Town Clerk 	Free Free Free
Agendas of Town Council Meetings	<ul style="list-style-type: none"> • Website • Hard Copy – Contact Town Clerk 	Free Free
Minutes of Meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> • Website • Hard Copy – Contact Town Clerk 	Free Free
Reports presented to meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> • Website (as necessary) • Hard Copy – Contact Town Clerk 	Free Free
Responses to consultation papers	<ul style="list-style-type: none"> • Website • Hard Copy – Contact Town Clerk 	Free Free



CARNFORTH TOWN COUNCIL - PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 4 How we make decisions - Decision making processes and records of decisions (Continued)		
Responses to planning applications	<ul style="list-style-type: none"> Website – Reference to minutes of Council meetings for particular applications where a response has been made Hard Copy – Contact Town Clerk 	Free
Bye-Laws	<ul style="list-style-type: none"> Website Hard Copy – Contact Town Clerk 	Free
Class 5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
Policies and procedures for the conduct of council business: Standing orders; Code of Conduct and Policy Statements	<ul style="list-style-type: none"> Hard Copy – Contact Town Clerk Website 	Free
Policies and procedures for the provision of services and about the employment of staff; Complaints Procedure	<ul style="list-style-type: none"> Hard Copy – Contact Town Clerk Website 	Free
Class 6 – Lists and Registers - Currently maintained lists and registers only		
Register of Electors – Copy of the principal authority's electoral register	<ul style="list-style-type: none"> Visual Inspection – Contact Town Clerk 	Free
Assets Register	<ul style="list-style-type: none"> Hard Copy – Contact Town Clerk 	Free
Register of Members' Interests	<ul style="list-style-type: none"> Hard Copy – Contact Town Clerk Website 	Free
Register of Gifts and Hospitality	<ul style="list-style-type: none"> Hard Copy – Contact Town Clerk Website 	Free



CARNFORTH TOWN COUNCIL - PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 7 – The Services we offer – Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current Information Only)		
Allotments	<ul style="list-style-type: none"> Currently no allotments 	Not applicable
Burial Grounds and closed churchyards	<ul style="list-style-type: none"> Currently not responsible for any Burial Grounds or closed churchyards 	Not applicable
Community Centres and Village Halls	<ul style="list-style-type: none"> Currently no direct responsibility for Community Centres or Village Halls 	Not applicable
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> Website 	Free
Seating, litter bins, clocks, memorials and lighting	<ul style="list-style-type: none"> Currently no direct responsibility for litter bins, clocks, memorials and lighting A number of seats are provided and maintained - Contact Town Clerk 	Free
Bus shelters	<ul style="list-style-type: none"> No direct responsibility for Bus shelters 	Not Applicable
Markets	<ul style="list-style-type: none"> No direct responsibility for Markets 	Not Applicable
Public Conveniences	<ul style="list-style-type: none"> No direct responsibility for public conveniences 	Not Applicable
Services for which the council is entitled to recover a fee (e.g burial fees)	<ul style="list-style-type: none"> Not currently applicable 	
Newsletter	<ul style="list-style-type: none"> Website Hard Copy – delivered to all households 	Free Free

Contact Details:

Bob Bailey, Town Clerk,
46 – 48 Market Street
Carnforth
LA5 9LB

Tel: 01524 858557 (Home)
07828254149 (Mobile)
Email: clerk@carnforthtowncouncil.org
Website: www.carnforthtowncouncil.org



CARNFORTH TOWN COUNCIL - PUBLICATION SCHEME

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION
Disbursement cost	The Town Council has determined NOT to charge any disbursement costs (i.e. for photocopying, postage and delivery) for requests for information held by the Town Council in the conduct of its business activities. All associated cost to be met from within existing Town Council budgets The Town Council does, however, reserve the right to charge to cover its costs where a high volume of information is requested
Statutory Fee	None applicable