



# Carnforth Town Council

## Minutes of the meeting held at the Council Offices on Wednesday 20<sup>th</sup> June 2018

**Present:** Councillor Roe (Chair); Councillor Aspin; Councillor Barbu;  
Councillor Branyan; Councillor Bromilow; Councillor Gardner;  
Councillor Grisenthwaite; Councillor Holbrook;  
Councillor Smith; Councillor Watkins; Councillor Wooff

**In attendance:** City Councillors Guilding and Reynolds;  
County Councillor Williamson  
Bob Bailey, Town Clerk  
Seven residents

18033 **Apologies:** Apologies were received from Councillor Parker

18034 **Declarations of Interest and Dispensations:** Councillor Barbu requested a dispensation relating to items on the Agenda. There were no declarations of interest.

18035 **Urgent Business:** The Town Mayor welcomed Councillor Holbrook to his first meeting of the Town Council following the recent by-election. Councillor Holbrook was advised that there are currently vacancies on the Asset Management and Town Development and Planning Committees. Councillor Holbrook chose to serve on the Town Development and Planning Committees.

There was a reminder that the Annual Town Meeting will be held on Wednesday 27<sup>th</sup> June 2018 at the Furness Hall, Carnforth commencing at 6:30pm. It was explained that this would be an opportunity for the Town Council and local organisations and groups to present a report on their achievements in 2017/2018 and plans for 2018/19.

The Clerk reported that following a comprehensive internal audit and presentation at the Finance and Governance Committee on 13<sup>th</sup> July, the Annual Accountability and Governance Return (AGAR) will need to be signed by the Town Mayor and submitted to the external auditors by the extended deadline of 25<sup>th</sup> June. (Minute 18043 also refers)

18036 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 16<sup>th</sup> May 2018 be approved.

18037 **Adjournment for public discussion and information only updates:**

1) **Public discussion:** Residents raised several questions as set out below:

a) Agendas and Minutes of the Town Council and Committees on the current Town Council website being out-of-date. It was acknowledged that since taking up post at the beginning of April, there has inevitably been a period of transition whilst the new Town Clerk settled into the role and carried out responsibilities and duties required at the end of the financial year 2017/18 following the previous Clerk's retirement. The new Town Clerk has been tasked with developing a new website for the Town Council that will ensure compliance with the new legislation. In the interim, the current website is still being maintained by the previous Town Clerk, with agendas and minutes being provided and subsequently posted to the website. The format of how these are presented has also changed with all Agenda's and Minutes and supporting documentation being posted on the website as an 'Agenda pack' for the Town Council meetings making it easier to see all relevant information in one place.

b) The by election held on 14<sup>th</sup> June 2018 and related matters around the cost of the election to the Town Council, the Town Council's decision to advise Lancaster City

Council not to distribute poll cards. Residents were referred to the statement issued by the Town Council on these matters which explained that there was a by-election because 10 or more residents had requested one and the election was contested by two candidates.

Details of the by-election had been posted in all the required places and well in advance of the by-election, confirmed by Lancaster City Council's Elections Office as being in accordance with legislation.

Members had deliberated the cost and practicalities of the by-election and had taken the decision regarding the distribution of poll cards based on the estimated cost of the election to the Town Council and the fact that a full Council election will take place in May 2019. It was pointed out that there is no requirement for poll cards to be issued and that this decision did not disenfranchise anyone from casting their vote.

In their deliberations Members had considered the scope for reducing costs given the interim nature of this vacancy and the high cost of the election that would, ultimately, be passed onto the local community through the annual precept. The decision taken was made in the best interests of the town.

Residents made some comments about the two candidates standing for election and the subsequent outcome and considered strongly that the decision made by the Town Council has led to many residents not being aware of the election with the resultant low turn-out.

Following a resident's suggestion that provision for a 'contested by-election' in the 2019 budget it was advised that this was in-hand given that there is a full election in that year. It was also pointed out that the Town Council maintains sufficient reserves to provide a contingency for such eventualities.

The Town Mayor thanked everyone for making their views known and hoped that the explanations given had provided some reassurance that the decision had been made in good faith.

- c) A question was asked about the requested extension of time for the submission of the Annual Governance and Accountability Return (AGAR) 2018/2018 and whether this would be agreed by the External Auditor. The Town Clerk explained that an extension of time had been requested and readily granted by the External Auditor. This was to allow him sufficient time to allow the Town Clerk to put the annual accounts together - having not been directly involved in any of the income and expenditure transactions, internal control and accountancy arrangements during 2017/2018 - and to enable a detailed internal audit to be carried out to provide reasonable assurance on the accounting records and governance of the Town Council's activities during the year. The Clerk reported that, as commented under *Urgent Business*, set out in his report and in the report of the Finance and Governance Committee for consideration at this meeting, the accounts and AGAR had been completed and fully audited and was now ready for signing for submission to the External Auditors by the agreed due date.
- d) There was a comment about the delayed planning decision for the proposed development at land between Brewers Barn and the A601(M) (Application No: 16/00335/OUT). It had been reported to Members in May that, in general terms, the delay is due to *'preparation and negotiations of the legal agreement, complicated by changes in land interests'*.

The resident said that he had established that these changes were '*due to the appointment of two fixed charges with receivers being appointed by the Court in April 2016*', meaning that '*while the applicant retains title, the receivers are entirely responsible for its future*'.

- 2) **Clerk's Report:** The Clerk expanded on his earlier comments relating to the AGAR and the internal audit. It was reported that the Internal Auditor had made recommendations to enhance and improve the current arrangements for the financial and internal control and governance systems. The overall conclusion of the internal audit was that '*in all significant aspects the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority*'.

As part of the Town Council's commitment to openness and transparency and a drive to maintain efficient and effective Committees the Terms of Reference for each were recommended for adoption.

The current arrangements to produce the bi-monthly Carnforth Express have also been refreshed and the revised arrangements will be in place for the June edition of the Newsletter.

Details were provided for upcoming events including the drop-in session on 20<sup>th</sup> June regarding Lancaster City Council's plans for 2018 – 2022; the next Heritage Trail on 16<sup>th</sup> June and the Armed Forces Day on 30<sup>th</sup> June.

After some comments and questions, it was **RESOLVED** that the report be noted.

- 3) **Correspondence:** The Clerk presented the schedule of correspondence received and previously circulated to Members. It was reported that, where necessary, appropriate action had been taken by the Committees of the Town Council and the Town Clerk to address any general matters arising from the correspondence received.

A letter of thanks has been received from the 1<sup>st</sup> Carnforth Scout Group for the Town Council's grant of £1,088 towards the cost of rebuilding and equipping the Scout Hut. Other matters requiring a decision by the Town Council are included elsewhere in the Agenda. It was **RESOLVED** that the schedule of correspondence received be noted.

- 4) **Members updates and reports:** Councillor Roe reported on a variety of events that he had attended and supported in his first month as the Town Mayor including attendance at the passing out parade of the Fire Cadets that had taken place that afternoon and attendance at the drop-in session to discuss Lancaster City Council's four-year corporate plan. The Deputy Mayor attended Sports Day at Carnforth High School.

As there were no other specific updates or reports from Members that were not otherwise covered by the Agenda it was then **RESOLVED** that the update from Councillor Roe be noted.

- 5) **Reports of District and County Councillors:** City Councillors Guilding, Reynolds and Yates provided a verbal update on a variety of activities that they had undertaken in the past month, including recent litter picks, attendance at various events and following up issues raised by residents.

City Councillors thanked County Councillor Williamson for her intervention following the major traffic matters in and around Carnforth caused by Highways England's decision to close the M6 recently.

City Councillors welcomed Councillor Holbrook to the Town Council and, while acknowledging the difficult position that the Town Council had found itself in once the by-election had been called, commented on the general concerns that had been raised by residents - many of which had been raised by residents present at the meeting.

It was considered that the statement issued by the Town Council on the matter had been helpful and suggested that a policy to support its continued interaction with residents through digital, social media and electronic communications would be of benefit.

**Library Services:** County Councillor Williamson reported on activities and events undertaken by Carnforth Library and a range of services they provide. A summary of data on the footfall and demographic of users of the library was also given and Councillor Williamson encouraged everyone to take advantage of what the local library offers.

Across Lancashire, the library service is launching its Summer Reading programme at the end of June and children will be encouraged to sign up at any library in the county, for free. The programme covers themes in Science, Culture, Active, Reading and Technology and children aged 5 – 12 years are invited to join the SCART club.

Year 9 students are involved in judging the Lancashire Book of the Year with the final decision from the shortlist taken place at County Hall, Preston on 26<sup>th</sup> June and the winner being announced at the University of Central Lancashire on 6<sup>th</sup> July.

**M6 Motorway Closures and Highways:** Referring to the night time diversion from the M6 and the serious traffic problems that the closure of the motorway caused in Carnforth from early June. Councillor Williamson outlined the considerable effort that had been taken to persuade Highways England to use a more suitable diversion route, which had now been achieved. Further work on the motorway will commence at the beginning of July, although this should have no significant impact on the local network as suitable diversions will be in place.

The capital programme allocated to investigate and develop a plan to improve the bridges on the A601(M) and other associated maintenance and carriageway resurfacing has identified several further options that could have a positive impact on this stretch of highway and are being considered for inclusion in the overall scheme.

**Other highways and parking matters around Carnforth:** It was reported that the contractors plan to start work on the Puffin Crossing on Kellet Road on 23<sup>rd</sup> July, with the works expected to take four weeks to complete.

Councillor Williamson has followed up residents' requests for more parking enforcement and a residents parking scheme in the Hunter Street area and along North Road. Whilst the authorities are concerned about the potential impact and benefit of such schemes there remains a strong view that more regular enforcement activity would help to manage residents' concerns and frustrations more effectively. of such schemes – the position will be monitored and reported back.

County Highways are considering are considering parking restrictions and enforcement activity to prevent all day residents parking within the area around the bus stop on Highfield Road near to the Spar.

**Other County Council initiatives:** Children's Services are currently being inspected by Ofsted who had judged the service as 'inadequate' in 2015. Since then extensive work has been carried out to improve the service and as lead Member for Child and Young People since May 2017, Councillor Williamson is actively supporting this work and focussing on the County Councils responsibilities for young people.

Shared Lives week, running from 15<sup>th</sup> – 24<sup>th</sup> June is urging more people to become a carer for vulnerable adults. Drop-in events have been arranged across the county providing an opportunity to find out more about the scheme.

Community Road Watch is a scheme where volunteers work alongside the Police and PCSO's monitoring motor offences including speeding, mobile phone and seat belt offences. Vehicles are not stopped by volunteers but registered keepers are sent warning letters about their driving standards. More details are available on the Lancashire Constabulary website and applications can be made to Lancashire Police who will provide the necessary training.

Members asked some questions and it was then **RESOLVED** that City and County Councillors be thanked for their reports and that the updates, actions and initiatives outlined be noted. It was also **RESOLVED** that matters of interest provided by Ward and County Councillors be published in future editions of the *Carnforth Express* through agreement with the Town Clerk.

6) **Reports from outside bodies:** Councillors reported on the activities of the Chamber of Trade and the Twinning Association. The Chamber of Trade are taking much more of an interest in the activities of the Town Council and have given their full support to the draft Neighbourhood Plan vision and objectives and a member has been nominated to join the group created to develop the plan.

There had recently been a very successful visit by representatives from Sailly sur la Lys in Northern France who visited several places of interest. Plans are being made for a return visit. Details of the visit will be reported in the next edition of the *Carnforth Express*.

It was **RESOLVED** that the report be noted and that the Outdoor Maintenance Operative be thanked for his efforts.

18038 **Planning Applications:** Members considered the following new planning applications:

Application No:	Description

No planning applications had been received since the last meeting of the Town Council.

18039 **Planning Authority Decisions:** Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered by the Town Council. Members noted that comments had been made in relation to planning application 18/00269/FUL seeking assurances that there will be no lighting disruption to nearby residents resulting from the development. It was then **RESOLVED** that the decisions of the planning authority, as updated, be noted.

18040 **Schedule of Payments:** The Clerk presented a revised *Schedule of Payments* for June. Members commented on the payments for heating oil and specialist wastes and recycling services for 2018/2019 at the Civic Hall. Members attention was drawn to a payment to HM Revenue & Customs which related to underpayments in Months 10 and 12 during 2017/2018. It was then **RESOLVED** unanimously that the schedule of payments be approved.

18041 **Report of the Asset Management Committee:** The Town Mayor reported that the meeting scheduled for Tuesday 5<sup>th</sup> June had not been quorate but Members were requested to approve the draft Terms of Reference for the Asset Management Committee as presented which had been previously distributed and commented on by Members of the committee. It was then **RESOLVED** that the revised Terms of Reference for the Asset Management Committee be approved.

**Report of the Town Development & Planning Committee:** Councillor Watkins reported on the Minutes of the Committee held on 21<sup>st</sup> May and 4<sup>th</sup> June, highlighting the following matters and activities:

- a) Following the success of the first Heritage Walk as set out in the Minutes a second walk was held on 16<sup>th</sup> June, which was equally successful, with those attending giving donations. The next scheduled walk is 4<sup>th</sup> August. Other works around the Ironworks trail and along the canal are planned for later in the year;
- b) Plans for the Armed Forces day event on 30<sup>th</sup> June are well underway. The Army Cadets and some military hardware are expected to be in attendance. The Service will be lead by Rev Bob Neale and music will be provided by the Salvation Army Band. Details of the event have been published on the website, noticeboards and social media and it is hoped that there will be a good turn-out on the day;
- c) Plans have also been made for the judging of entrants received for the Carnforth in Bloom which will be carried out by the Mayor of Lancaster and the Plant Manager from Bay View Gardens in Bolton-le-Sands. Very few entries have been received to date but it is hope that a suitable number will be received by the closing date of 30<sup>th</sup> June. Details of this event have also been promoted locally;
- d) Places and buildings of local heritage and interest have been identified and an order will be placed soon to purchase heritage plaques to commemorate these. Sponsorship to meet the cost of these will be requested and is encouraged to celebrate our local heritage;
- e) A review has been undertaken of the process relating to the development and production of the Carnforth Express Newsletter which will be put into practice for the June edition;
- f) The terms of reference for this committee have also been reviewed, including the addition of planning applications and policy being considered, in the first instance, by the Committee with recommendations on the formal response to significant, strategically important and commercial developments being made to the Town Council for approval. The revised terms of reference as presented was **recommended** for approval;
- g) Planning matters relating to Members concerns regarding the TDG site were outlined, specifically the potential movement of heavy goods vehicles overnight and the negative impact on the air quality management zone around Carnforth. It was reported that Councillor Smith was taking an active role in discussing the TDG site with the applicant and liaising with Lancaster City Council on the air quality issues
- h) Following a request from Lancaster City Council for potential sites to be identified that would be suitable for allocation as a Gypsy and Traveller site, the committee determined that any decision on this would be deferred for now, but be considered as part of the development of the Carnforth Neighbourhood Plan.

City Councillor Yates endorsed the suggested approach to major planning applications and the issues relating to the TDG site, in particular. It was then **RESOLVED** that the report of the Town Development & Planning Committee be noted and that the terms of reference of the committee as presented be approved.



18043 **Report of the Finance and Governance Committee:** Councillor Grisenthwaite reported on the Minutes of the committee held on 13<sup>th</sup> June highlighting the following for Members attention:

- a) As commented earlier in the meeting, Members had considered the Annual Accountability and Governance Return (AGAR) in detail and had received a summary of matters arising from a competent auditor following a comprehensive internal audit. The Internal Auditor attended the meeting of the committee giving his reassurance that, materially, the accounts and financial controls and objectives met the needs of the Town Council. On this basis the committee **recommends** that the AGAR be signed as a true record by the Town Mayor.

It was acknowledged that several recommendations are being made to enhance the current arrangement that will be addressed in 2018/2019.

- b) The committee received for the first time, a revised format for the monthly consideration of income and expenditure which Members considered to be very clear and easy to follow and contained sufficient information for Members to make necessary decisions and to give assurance that the Town Council is meeting its responsibilities. Further reports will be developed in due course, including monitoring income and expenditure against budget.
- c) Members considered current fees and charges and briefly discussed the potential to expand income generation and resolved to review and consider these in more detail in September;
- d) The committee also considered a draft Privacy Notice and Data Protection and Information Policy - both key requirements for compliance with the General Data Protection Regulations (GDPR) setting out how the council will process and use data and hold in storage and the remedies and sanctions available to individuals and organisations relating to any breach of GDPR. The committee **recommends** that the Town Council adopt both documents;
- e) Relating to the handling of information the committee also considered a draft Publication Scheme as required in accordance with the Freedom of Information Act 2000. It was explained that the scheme sets out the Town Council's commitment to make certain classes of information available to the public. The committee **recommends** that the Publication Scheme as presented be adopted by the Town Council and that no charge for the costs of disbursement to the public be made but reserve the right to cover costs where a high volume of information is requested;
- f) The terms of reference of the Finance and Buildings Committee has also been reviewed and are also **recommended** for approval by the Town Council.

It was then **RESOLVED** that the AGAR be signed by the Town Mayor and Town Clerk and submitted to the external auditors by 25<sup>th</sup> June as agreed. It was further **RESOLVED** that the Policy Notice; Data Protection and Information Policy and Publication Scheme as presented be adopted without amendment.

18044 **Date and time of next meeting:** The next meeting of the Town Council will be **Wednesday 18th July 2018 at 6:30pm**. The meeting closed at 8:05pm.



## Correspondence – July 2018



Date	Sender	Topic
13/06/2018	Ward Cllr J Reynolds	Guidance on public speaking at Planning Committee
13/06/2018	KCs Development Ltd	Monthly update on Site & Scotland Road Carnforth
14/06/2018	Lancaster City Council	Notification of the results of the By-election
15/06/2018	Lancaster Fire Station	Invitation to Carnforth Cadets Passing out Parade
16/06/2018	County Cllr P Williamson	M6 night-time closure update
18/06/2018	Chamber of Trade	Minutes of the June meeting
21/06/2018	Lancaster City Council	Invitation to a Members Engagement Forum Application No: 18/00506/PRE3
26/06/2018	County Cllr P Williamson	M6 night-time closure further update
27/06/2018	Lancashire County Council	Market Street Traffic lights – response to Town Council enquiry
27/06/2018	Lancaster City Council	Weekly Planning list (as 15 <sup>th</sup> June & 22 <sup>nd</sup> June)
27/06/2018	Public Sector Executive Online	e-Newsletter
28/06/2018	County Cllr P Williamson	M6 night-time closure further update
30/06/2018	Highways England	Formal notification of M6 closures
03/07/2018	Lancashire Constabulary	Monthly update Police report
10/07/2018	Highways England (via D Morris MP)	Response to the concerns raised by Carnforth Town Council regarding the M6 closures and its impact
12/07/2018	Ward Councillor P Yates	Comments on the response from Highways England
12/07/2018	Resident	Query re the cobble stone lane at the back of the Queens Hotel being dug up





## Correspondence – July 2018



Date	Sender	Topic
12/07/2018	Lancaster City Council	Weekly Planning list
12/07/2018	Lancaster City Council	Update on the LASAR flood awareness training



# Planning Application Comments & Decisions July 2018



Application Number / Description	Town Council Comment	Planning Authority Decision / Status
<b>16/00335/OUT:</b> 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
<b>17/01264/VCN:</b> 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
<b>18/00365/OUT:</b> 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
<b>18/00268/FUL:</b> Erection of a replacement bowling pavilion - Rear of Taps on the Green, 77 Kellet Road, Carnforth La5 9JR	No representations	Awaiting decision
<b>18/00269/FUL:</b> 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
<b>18/00463/FUL:</b> 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

## Schedule of Payments

July 2018

## Payments

Invoice Date:	Payment Type:	Payment To:	Description:	Budget:	Net £	Vat £	Gross £
15-Jun-18	BACS	Dazzling Windows	Window cleaning	Civic Hall: Maintenance	-30.00	0.00	-30.00
22-Jun-18	BACS	Tech-Hub Ltd	Document Scanner	Council Offices: Office Equipment	-99.99	-20.00	-119.99
22-Jun-18	BACS	Morecambe Press Ltd	Carnforth Express - Printing	Newsletter printing	-318.00	0.00	-318.00
25-Jun-18	BACS	Bay Typesetters	Armed Forces Day booklets	Asset Management: Devolved Budget	-45.00	0.00	-45.00
25-Jun-18	BACS	Barn Electrical Solutions	Light Fittings - Civic Hall	Emergency Planning	-925.00	0.00	-925.00
26-Jun-18	BACS	Derek Whiteway	Internal Audit Fees	Audit Fees	-400.00	0.00	-400.00
27-Jun-18	BACS	DIY Supplies	Repairs and Maintenance	Asset Management: Devolved Budget	-88.42	0.00	-88.42
27-Jun-18	BACS	Lune Fire Protection Limited	Extinguishers - Annual Service	Civic Hall: Maintenance	-75.00	-15.00	-90.00
28-Jun-18	BACS	Carnforth Heritage Centre Ltd	Hire of Furness Hall - Annual Town Mtg	TP&DC: Devolved Budget	-90.00	-18.00	-108.00
28-Jun-18	BACS	Laburnham Nurseries	Plants & Flowers	Asset Management: Devolved Budget	-170.25	-34.05	-204.30
30-Jun-18	BACS	Don Astley	Mileage Expenses	Outdoor Mntce Operative: Expenses	-56.70	0.00	-56.70
30-Jun-18	BACS	The Royal Station Hotel	Armed Forces Day hospitality	Mayor's Allowance	-94.38	-18.87	-113.25
03-Jul-18	BACS	Richard Marsden	Repairs and Maintenance	Civic Hall: Maintenance	-88.88	-10.58	-99.46
09-Jul-18	BACS	HMRC	PAYE Month 3	HMRC	-463.30	0.00	-463.30
09-Jul-18	BACS	Donald Astley	Salary	Outdoor Mntce Operative: Salary	-283.87	0.00	-283.87
09-Jul-18	BACS	Richard Marsden	Salary	Civic Hall: Salary	-948.04	0.00	-948.04
09-Jul-18	BACS	Richard Marsden	Monthly Allowance	Civic Hall: Expenses	-15.00	0.00	-15.00
09-Jul-18	BACS	Twinning Association	Grant	Community Fund	-100.00	0.00	-100.00
09-Jul-18	BACS	Bob Bailey	Salary	Town Clerk: Salary	-682.72	0.00	-682.72
09-Jul-18	BACS	Bob Bailey	Salary	Town Clerk: Expenses	-14.30	0.00	-14.30
10-Jul-18	BACS	Thomas Graham	Cleaning Supplies	Civic Hall: Cleaning	-33.19	-6.64	-39.83
<b>Totals</b>					<b>-5,022.04</b>	<b>-123.14</b>	<b>-5,145.18</b>



## **Carnforth Town Council**

### **Minutes of the meeting of the Asset Management Committee on Tuesday 3<sup>rd</sup> July 2018**

#### **This meeting was not quorate**

At Members request the Town Clerk and Civic Hall Manager provided an update on activities in the last month, including:

1. The shared Noticeboard with Carnforth Neighbourhood Watch has been received and now needs to be fixed in the agreed position on the Whelmar Estate.
2. The re-pointing on the Civic Hall is still outstanding – there is a need to establish who was the approved supplier and obtain a date for the commencement of the works
3. The Town Clerk has purchased a scanner/copier to complete procurement of necessary office equipment. It was reported that the overall cost had been within the agreed budget of £750
4. The Town Clerk and Civic Hall Manager have met with two potential suppliers of drink vending machines/solutions. Options were outlined and Members were advised that the officer preferred option was the Flavia C500, which is fully portable, requires no plumbing and provides a range of high quality drinks. Members were informed that a machine is to be obtained on a free trail and its potential income, cost and viability further reported.
5. The Civic Hall Manager reported that there may be an opportunity to procure a wireless CCTV solution at the Civic Hall – further details will be obtained and reported to a future meeting of the Asset Management Committee.



## Town Development & Planning Committee

### Draft Minutes of the meeting held on Monday 2<sup>nd</sup> July 2018 at 5:00pm at Council Offices, Market Street Carnforth

**Present:** Councillor Watkins (Chair); Councillor Barbu (part)  
Councillor Holbrook; Councillor Smith, Councillor Woof

**In attendance:** Bob Bailey, Town Clerk (part);  
C Hunter (part); E Withers; K Moore

- 18034 **Apologies:** Apologies were received from Councillor Bromilow.
- 18035 **Declarations of Interest and Dispensations:** There were no declarations of interest. Councillors Wooff, Smith and Watkins requested and were granted a dispensation to allow them to discuss planning application 18/00752 on the agenda. the requests.
- 18036 **Urgent Business:** There were no matters of urgent business
- 18037 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Monday 4<sup>th</sup> June 2018 be approved.
- 18038 **Adjourn for public discussion:** No matters were raised by members of the public.
- 18039 **Wennington Parish Council Neighbourhood Plan:** The Chair welcomed Councillor Mr Carl Hunter, Chair of Wennington Parish Council, and thanked him for attending the meeting to provide an insight into their experiences in developing a Neighbourhood Plan.
- Councillor Hunter made it clear that being a small parish, it would be inevitable that any future neighbourhood plan developed for Carnforth would be significantly different from Wennington's given that it is a small contained parish that is not considered to be a 'sustainable settlement'. That said, apart from a difference in scale, the process for developing a neighbourhood plan will be the same.
- It was explained that from the outset, the main objective for Wennington was to take a proactive role in shaping where they live and to give residents greater ownership of plans and policies affecting the area.
- Contact was initially made with Lancaster City Council's Regeneration & Planning Services, Policy team. Cllr Hunter reported that this contact and the ongoing good working relationship with them had been key to the development of the neighbourhood plan and building a similar working relationship is highly recommended.



## Town Development & Planning Committee

City Council officers were regularly contacted to give advice and opinions on progress and policy and often attended meetings of the sub-group that was subsequently set up to develop their neighbourhood plan.

A further essential element in progressing the plan was been early and ongoing engagement with the local and wider community, including residents; community organisations; business and landowners, as well as statutory consultees such as other authorities and service providers. This early engagement had helped to:

- gain support for the plan and its development;
- identify individuals willing to be directly involved;
- tap into a wealth of information and knowledge about the local community and how they wanted to shape the future, and;
- gain access to a wide range of expertise and critical challenge throughout the process.

The approach to making people aware of the intention to prepare a neighbourhood plan and their ongoing involvement along the way included; meetings and events; leaflets, posters and Newsletters; questionnaires; website and electronic communication and even knocking on the resident's front doors!

Cllr Hunter also mentioned the funding available to parish/town councils which Lancaster City Council helped to secure. It was reported that most of the funds awarded to Wennington Parish Council has been used to pay for a 'programme of advice and services' provided by a consultancy. This too, has been fundamental in developing the neighbourhood plan and supporting policies and associated documents

Cllr Hunter advised that following a final period of consultation, the draft neighbourhood plan had now been submitted to Lancaster City Council, which will then - subject to a final check that the plan complies with legal requirements – be sent for independent examination, followed by a referendum and finally adoption.

Members asked several questions about the neighbourhood plan process; specific planning considerations and the expectations of residents. Cllr Hunter was then thanked and it was **RESOLVED** that the Clerk contact the neighbourhood planning consultants with an initial expression of interest and offering a 'without obligation' invitation to present their services to Members. (Cllr Hunter left the meeting)





## Town Development & Planning Committee

- 18040 **Lamppost hanging baskets:** Councillor Barbu suggested that consideration be given to fixing 'self-watering' hanging baskets to lamp posts along Market Street, adding a colour and creating a positive environmental impact. It was outlined that the baskets include a water reservoir that reduces the number of time that they need to be 'topped up'. After some questions, it was **RESOLVED** that Cllr Barbu make further enquiries about the concept, operation and cost of the hanging baskets and confirmation be sought from Lancashire County Council that these may be positioned onto local lampposts.
- 18041 **Market Street Traffic Solution:** Further to a response from County Highways that they had inspected the traffic sensors on the Market Street traffic lights and found them to be working correctly, Councillor Barbu raised a suggestion that the 'intermittent' traffic congestion could be alleviated by the implementation of a 'three-phase' operation of the traffic Lights. This would involve both Market Street lights to signal green independently, whilst the A6 flowed together as at present, enabling traffic from upper and lower Market Street to flow freely without causing a backup, particularly on lower Market Street.
- Councillor Smith also commented that he is in the process of developing a report for future consideration by the Town Council on the benefits of imposing weight restrictions on Market Street that will support the objectives of the Carnforth Air Quality Management Area (AQMA) and be of interest to County Highways.
- After some discussion, it was then **RESOLVED** that the District Lead at County Highways be contacted outlining this suggestion and asked to attend a future meeting of the Committee and that County Councillor Williamson be so advised.
- 18042 **Pocket Parks:** Councillor Holbrook, suggested that consideration be given to creating small parks, known as 'pocket parks' that could be accessible to the public. Cllr Holbrook explained that such parks are frequently created on small/irregular pieces of land often just providing some greenery or a place to sit outdoors and usually at very little cost.
- Councillor Wooff advised that she is currently in discussion with Lancaster City Council's Public Realm team with a view to establishing such a park adjacent to the children's play area. There was then a general discussion about the state of various pieces of land and street furniture around the Town and at Crag Bank.



## Town Development & Planning Committee

It was then **RESOLVED** that Councillor Holbrook work-up specific proposals for further consideration by the Committee.

18043 **Events:**

- a) **Armed Forces Day:** The Chair reported on the success of this event held on the morning of **Saturday 30th June**, which had been well attended and received, despite the Army Cadets unfortunate non-appearance. Members thanked the Clerk and Cllr Watkins for their efforts in putting the event together and those who took part, particularly Mrs Carol Porter who gave very poignant and moving account on life as a military wife.
- b) **Carnforth in Bloom:** The Chair reported that despite a 'slow start' there are potentially around 20 entries to be judged – the number being boosted by Cllr Watkins travelling around the Town and contacting residents to encourage them to take part. It was noted that there have been just 4 entries in 2017. The Chair outlined the plans for the day of the judging on the **7th July**, which coincided with the Carnforth Carnival. Judging will be made by the City Mayor and a representative from Bay View Gardens and they would be invited to a buffet meal afterwards and a concert by the Salvation Army. Photographs of the winners and runners-up will be taken in the day.
- c) **Carnforth Heritage Trail:** The Chair also reported on the latest Heritage Walk on **Saturday 16th June** which had again been reasonably well attended. The Chair thanked Mrs Anne Marie Smith for her help in guiding people around the trail and explaining points of interests about the heritage sites around the route. Attendees were again invited to refreshments sat the Carnforth Station Heritage Centre.

- 18044 **Residents Suggestions to attract people to Carnforth:** The Clerk reported that a letter had been received from a couple who wished to thank everyone involved for the 'excellent' Heritage Trail that they had recently attended. They were also took the opportunity to respond to Cllr Watkins request for suggestions to 'attract people to Carnforth', providing 19 ideas that they considered would help to achieve this ambition, supported by suitable investment, time and resources. The Clerk outlined a number of these and it was **RESOLVED** that the authors be thanked for taking the time to submit their ideas and that the Clerk provides a summary of their proposals in due course for further consideration.



## Town Development & Planning Committee

18045 **Blue Heritage Plaques:** The Clerk reported that as requested he had contacted Leander Architectural regarding the design and subsequent purchase of up to eight blue plaques to be placed at sites around the Town commemorating its heritage. The Clerk presented a mock-up provided by the company setting out the format and style of the plaque(s) for consideration.

After some discussion and questions, it was **RESOLVED** that the company be requested to provide a design and costings for all eight plaques for further consideration and that, in the meantime, work continues to secure sponsorship where this had been identified.

18046 **Planning Matters:**

**Planning Application 18/00782/FUL:** This application is for the Demolition of existing side porch and detached garage and erection of a 2-storey side extension and garage at 28 Langdale Road Carnforth. After some discussion and comments about the height of the extension it was agreed that no representation be made.

There followed a general discussion and update on matters relating to the proposed outline application for residential development on Scotland Road and the potential implications that this development may have on the area if eventually permitted by Lancaster City Council Planning Committee.

**The meeting closed at 6:45pm**

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

**Town Clerk**

**13 July 2018**

**28 Wilson Grove,**

**Heysham, Morecambe**

**LA3 2PQ**

**Tel: 07846 256 006**

**Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)**



## 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 Sailly 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.



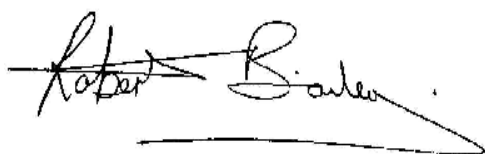
18049 **Touring Cinema Project:** Councillor Grisenthwaite provided the background to a developing proposal for a 'touring cinema' – a project that the Town Council may wish to take a lead on working in partnership with Eden Arts. The project would not require any 'up-front' costs (save for the hire 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 Council's.

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**

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

**Tel: 07846 256 006**

**Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)**

# **CARNFORTH TOWN COUNCIL**

## **RISK ASSESSMENT AND LOG**

Date: 6<sup>th</sup> July 2018

Author: Bob Bailey, Town Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R1.	Personal injury / damage to members of the public or their property arising from defects on the council's property	Property comprises of fixed installations (i.e. seats and benches). Undertake regular maintenance checks and carry out prompt repairs as required.	Medium	Outdoor Maintenance Operative and Civic Hall Manager maintain equipment / assets owned by the council. Insurance includes employee liability cover for staff. Periodically review insurance cover and timely renewal to avoid compensation claims	Council / Staff
R2.	Compensation claim by employee or contractor in respect of injury sustained in the cause of his / her employment / engagement	The nature of the Town Clerks work means that there is a low risk of injury. There is a medium risk of injury from work carried out by the Outdoor Maintenance Operative and Civic Hall Manager	Medium	Insurance includes employee liability cover for staff. Annually review insurance cover to mitigate compensation claims and associated costs	Council
R3.	Loss of cheques / cash held on behalf of council	A small amount of income is received by cash / cheque. Any losses are covered by insurance. Income is banked promptly and precept / VAT reimbursements are directly paid into the bank account	Low	Annually check adequacy of insurance cover	Council / Town Clerk
R4.	Financial loss due to banking error	Every month, bank statements are scrutinised and reconciled by the Town Clerk and accounts transactions / bank reconciliations reported to Finance & Governance Committee. Banking arrangements were reviewed in April / May 2018 and accounts are annually checked by internal / external auditors	Low	Annually review banking arrangements to secure best possible terms and conditions	Council / Town Clerk
R5.	Loss of monies due to fraudulent action by employee(s)	All BACS / cheque transactions are authorised by two councillors. All expenditure is approved by the Town Council and transactions subject to monthly scrutiny by Finance & Governance Committee. Internal and external auditors examine accounts annually. Audited accounts are open to public scrutiny annually.	Low	Check adequacy of insurance. Undertake a formal annual review of internal control arrangements as part of the AGAR	Council

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R6.	Damage to council property by third party	Some property is intended for public use and potentially at risk of damage by a third party. Maintain property in good condition and ensure adequate insurance cover	Medium	Regularly check property and adequacy of insurance cover	Council / Staff
R7.	Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s)	Medium risk given current activities of Town Council. Maintain adequate insurance cover and ensure Town Council decisions are based on full information including professional advice where necessary	Medium	Check adequacy of insurance cover. Monitor and review governance arrangements.	Council / Town Clerk
R8.	Actions against the council for libel or slander	Meetings are conducted in accordance with standing orders and financial regulations. These were last reviewed in 2015/16. FOI Publication Scheme approved in June 2018	Medium	Review Standing Orders and Financial Regulations and other policies	Council / Town Clerk
R9.	Failure to represent community interest adequately in relation to matters likely to impact significantly on the town	Community engagement is currently provided through social media, website (to be reviewed) and the Carnforth Express. Formal consultation arrangements currently limited but there will be wide consultation on the developing Neighbourhood Plan. Town council is consulted by principal authorities and agencies. Membership of NALC / LALC provides professional advice	Medium	Develop community engagement arrangements through online surveys, public meetings, social media and website. Introduce a Press and Media and Social Media policies.	Council / Town Clerk
R10.	Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans	Precept for the following year considered in January following the budgetary process. Receipt of precept checked by Town Clerk. Precept based on plans for the town in the coming year and forecasted difference between income and expenditure.	Medium	Precept submitted before deadline each year. Amount of precept required will be based on plans for the coming year and the forecasted difference between income and expenditure. Budget headings will be reviewed in in preparation for the next budget setting process, taking into account the information needs of each of the Council's committees as well as the Town Council as a whole.	Council / Town Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R11.	Financial records inadequately / incorrectly maintained	Town Clerk is a qualified accountant / audit professional and trained as a professional Clerk with many years' experience. Financial records are checked by internal and external auditors annually. There is currently no 'cash book' or similar accounting record in place.	Medium	A comprehensive cash- book or similar accounting record will be established as the prime source of financial reporting, including bank reconciliations, budget monitoring, final account, VAT returns, etc. Budget monitoring reports to be redesigned to provide clear information on any exceptions and areas requiring attention / remediation	Council / Town Clerk
R12.	VAT incorrect / not reimbursed / not properly accounted for	VAT returns submitted quarterly. VAT records checked by internal and external auditors	Medium	As R11 above. VAT will be analysed in accounts maintained by Town Clerk and scrutinised by Finance & Governance committee and Town council	Council / Town Clerk
R13.	Unidentified / inadequate general and / or earmarked reserves	Considered in budget setting / review of annual accounts	Medium	Amount of reserves required for the following year will be considered as part of the budget process on the basis of available funds and costed plans for the coming year. Reserves policy will be produced in 2018/19	Council / Town Clerk
R14.	Minutes are inaccurate / illegal	Minutes are approved by the Town Council and committees at every meeting. Town Clerk has undergone necessary training	Low	Support Clerk's professional development and Councillor's attending training where necessary	Council
R15.	The Town Council undertakes / makes a payment that is illegal / outside its powers	Town Clerk advises Members on the council's legal powers and duties and has undergone appropriate training to be in a position to advise the Town council	Medium	Ensure Members are aware of, and kept up-to-date on, the legal powers of parish councils	Council / Town Clerk
R16.	Employee(s) performance is inadequate / underdeveloped	Annual appraisal of Town Clerk's performance and development to be established. Town Clerk is a member of SLCC and is undergoing CiLCA training	Medium	Maintain annual performance / development appraisal. Town Clerk to undertake training and continuous development as required. CiLCA to be completed in 2018/19	Council / Town Clerk
R17.	Loss of key staff through long term illness / early resignation etc.	Cover for Civic Hall Manager is in place. Alternative arrangements will be made to cover Outdoor Maintenance Operative. Clerk in good health but no cover for absences currently in place.	Low	Monitor risk and manage as necessary. Consider cover for Town Clerk if absent	Council

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R18.	Inadequate management of financial and other risks associated with the activities of the council	The register of significant risks is out-of-date.	Medium	Review/revise risk register and monitor actions throughout the year action has been taken to ensure that risks are identified and mitigated. Review significant risks annually	Council / Town Clerk
R19.	Compliance with Transparency Code for Smaller Authorities (the Code)	Current website is not fully compliant.	Medium	Town Clerk to develop new website during 2018/19 to include information required by the Code.	Council / Town Clerk
R20.	Compliance with General Data Protection Regulations (GDPR)	Implications of GDPR brought to Members attention and privacy notice and data protection and information policy approved in early 2018	Medium	Clerk appointed as the Data Protection Officer. GDPR came into effect on 25 <sup>th</sup> May 2018. Controls will be reviewed and new ones put in place during 2018/19 to ensure compliance and to mitigate the risk of any GDPR breaches.	Council / Town Clerk
R21.	Compliance with Freedom of Information Act 2000	Requirements and implications of the Freedom of Information Act 2000 brought to Members attention and Publication Scheme approved in June 2018	Medium	Review publication scheme and FOI requirements / expectations annually.	Council / Town Clerk
R22.	Failure to comply with Accounts and Audit Regulations 2015 and Audit Commission Act 1998	Requirements of the acts brought to Members attention and accounts produced in accordance with them. Accounts audited annually.	Medium	Internal Auditor concluded that the 2017/18 accounts were in accordance with both acts but made 13 recommendations aimed at improving financial management reporting and monitoring. These recommendations to be considered and, if agreed, actioned by Finance and Governance Committee.	Council / Town Clerk
R23.	Failure to comply with the Representation of the Peoples Act 1983	Requirements of the act is brought to Members attention at all Council elections (City/Town and Parish and By-elections to ensure compliance and monitor the service provision provided by the Returning Officer and Elections team	Low	Develop a checklist to ensure that all requirements of the Town Council are met and the performance if the principal authority and Returning Officer is monitored. Include potential costs on budget setting process	Council / Town Clerk



## **Recording, Photography and use of Social Media Guidelines**

### **Protocol and Guidance**

This guidance applies to any council or executive meeting and committee meetings that are open to the public.

The Council allows any member of the public or press to report on all public meetings subject to limited exceptions outlined below. The term reporting includes the taking of photographs, filming, audio-recording, tweeting, blogging or generally reporting on proceedings.

Those wishing to undertake any reporting of meetings are asked to advise the Clerk in advance of the meeting of their intention to do so, as explained below, to allow necessary arrangement to be made if required.

The chair of the meeting shall advise members of the public and members that the meeting may be recorded if notice has been received that reporting is happening.

The purpose of this protocol is to provide guidance, particularly, for members of the press or public on reporting of any Parish Council meeting which is held in public.

Although there is a legal right to allow reporting of Council meetings the proceedings of that meeting must not be disrupted using any equipment or the manner in which the reporting is undertaken. It is also important that reporting does not inhibit community involvement in the proceedings.

### **Guidelines for reporting**

Any member of the public or of the media wishing to report a public meeting should ensure that:

1. Any photography or audio / visual recording must take place from a fixed position in the meeting room approved by the Chairman to minimise disruption to the proceedings
2. The use of flash photography, additional lighting, sound booms or other equipment that may, in the chairs opinion, be likely to be intrusive or in any way interfere with proceedings will only be allowed if agreed in advance with the Chairman.
3. If the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way then the operator of the equipment will be required to stop reporting.
4. If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to report the meeting cease and the operator of the equipment will be required to stop reporting and leave the meetings taking all reporting equipment with them.

5. They comply with any request made by the Chairman regarding respecting the public's right to privacy.
6. People seated in the public gallery/seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. This also applies to those individuals who may ask a public question, present a petition or make a representation at a Council meeting open to the public and who are not seated in a "public seating area".
7. Photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

Notices advising the public that the public meeting may be reported on will be displayed in or directly outside the relevant meeting room and this will be noted on the agenda. The Chairman will also make an announcement that the meeting may be photographed, recorded or filmed.

### **What if I don't want to be recorded?**

If as a member of the public you do not wish to be photographed, filmed or recorded please inform the Clerk in advance of the meeting. If you are concerned for your personal safety it may be possible to make alternative seating arrangements.

### **What is the procedure prior to the meeting for those wishing to record or photograph a meeting?**

Members of the public wishing to report on a public meeting should wherever possible contact the Clerk for the meeting concerned (Contact details available on the Agenda for the meeting and on the Parish Council's Website or by emailing [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org) at least two working days before the meeting.

The request should include the following information:

1. Which meeting this request refers to;
2. The name, organisation (if applicable) and contact details of the person making the request;
3. What equipment it is intended will be used (e.g. camera/audio recorder/video camera, tri-pod etc.);
4. What the photographs, or audio / visual recording will be used for and / or where the information is to be published.

### **What is the procedure for reporting during the meeting?**

All reporting equipment must be set up before the meeting starts to avoid disrupting the meeting.

If the Chairman feels the photography/ audio / visual recording is disrupting the proceedings the operator of the equipment will be required to stop reporting.

If the person continues reporting after having been requested to desist then the Chairman will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

Anyone asked to leave a meeting because they have refused to comply with the Chairman's requests may be refused permission to report at future Council meetings that are open to the public.

If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed. All equipment shall be removed from the meeting room when members of the public and press are excluded.

If a meeting for which agreement is given to report is adjourned by the Chairman then any reporting should stop at the point at which the meeting is adjourned.

## **Social Media**

There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar "social media" provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

If the Chairman feels the use of social media is at the time disrupting the proceedings the Councillor, member of the public or media representative may be required to stop.

If use continues the Chair will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

## **What is disruptive behaviour?**

Essentially, this could be any action or activity which disrupts the proper conduct of meetings. Examples could include:

- moving to areas outside the areas designated for the public or press without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
- intrusive lighting and use of flash photography; and
- Asking for people to repeat statements for the purposes of recording.

## **Can I leave recording equipment in a public meeting room and record without being present?**

There is no legal prohibition, however, under this guidance and council standing orders the committee may require any such recording to stop if at any stage the meeting became a private meeting and so someone is required to be present to stop the equipment. In addition, the Council will not be responsible for the security of any equipment left unattended.

## **Are there any limits to what I can say in a tweet or video or report I publish?**

The law of the land applies including the law of defamation and the law on public order offences. Freedom of speech within the law should be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.

## **Will I be able to provide commentary during the meeting?**

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. The new rules do not permit oral commentary during a meeting as this would be disruptive to the good order of the meeting.

## **Recording by Carnforth Town Council**

The Chairman will state at the start of the meeting (before public question time) that an audio recording is being made, which will be made available on request and within 6 months from that day.

The Minutes will show that audio recording of the meeting is available on request within 6 months from the date of the meeting.

The recording will be kept for 6 months. If no requests for a copy of the recording have been made, then the recording is deleted.

If a request for a copy has been made, then the original will be kept for three years, or until such time that the Town Council is dissolved, whichever comes first.

The recorder will not be used for any part of the meeting deemed 'confidential' where the public are excluded.

## **Social Media and Electronic Communication Policy**

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Twitter account and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Town and to promote our community positively.

### **Communications from the Council will:**

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information;
- Be moderated by the Town Clerk or either the Chair/Vice Chair of the Council where it is official Council business;
- Not be used for the dissemination of any political advertising using social media.

To ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask anyone using social media or contacting us via our website or by email to:

- Be considerate and respectful of others - vulgarity, threats or abusive language will not be tolerated;
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Council Members or staff, will not be permitted;
- Share freely official Council posts, but be aware of copyright laws, be accurate and give credit where credit is due;
- Stay on topic;

## Social Media and Electronic Communication Policy

- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. We will, however, endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal / private information in your social media posts to us.

Sending a message / post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Town Clerk and/or Members of the council by email, telephone or letter.

We retain the right to remove comments or content that includes:

- Obscene or racist content;
- Personal attacks, insults, or threatening language;
- Potentially libellous statements;
- Plagiarised material; any material in violation of any laws, including copyright;
- Private, personal information published without consent;
- Information or links unrelated to the content of the forum/theme under discussion;
- Commercial promotions or spam;
- Allegations of a breach of a Council's policy or the law

The Council's response to any communication received that does not meet the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received and given our limited resources available.

Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '**A post breaching the Council's Social Media Policy has been removed**'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.



## Social Media and Electronic Communication Policy

### Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on our website for presenting information about the group's activities. The local group will be responsible for maintaining the content and ensuring that it meets the Council's expectations for the website. The Council reserves the right to remove any or all of a local group's information from the website if it feels that the content does not meet these expectations. Where content on the website is maintained by a local group it will be clearly marked that such content is not the direct responsibility of the Council.

### Town Council email

The Town Clerk has his own council email address ([clerk@carncrofttowncouncil.org](mailto:clerk@carncrofttowncouncil.org)). The email account is monitored mainly during office hours (Tuesday to Friday) and we aim to reply to all questions sent as soon as we can. An 'out of office' message will be used when appropriate.

The Town Clerk is responsible for dealing with email received and passing on any relevant mail to Councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Town Clerk, and/or otherwise will be copied to the Town Clerk. All new emails requiring data to be passed on, will be followed up with a Data Consent Form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with residents expressing their personal views, but it must be made clear that they are not then acting on the Council's behalf. Any emails copied to the Town Clerk become official and will be subject to the **Freedom of Information Act**.

### SMS (texting)

Councillors and the Town Clerk may use SMS as a convenient way to communicate at times – this policy will apply to such messages.

### Video Conferencing e.g. Skype

If this medium is used to communicate, this policy will also apply.

## **Social Media and Electronic Communication Policy**

### **Internal communication and access to information within the Council**

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

### **Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council**

As more and more information becomes available electronically it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone as set out in the Council's **Information and Data Protection Policy**.

Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures.