



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Wednesday 17th October 2018 at 6:30pm at the Council Offices, Market Street, Carnforth

- 18087 To receive apologies for absence
- 18088 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 18089 To consider items of urgent business
 - a) Permanent appointment of Mr R Bailey as Town Clerk following completion of six months probationary period
- 18090 To consider Minutes of the meeting held on Wednesday 19th September 2018 (see Agenda Pack)
- 18091 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
 - b) Public discussion
 - c) Clerk's report
 - d) Correspondence (see Agenda pack)
 - e) Members updates and actions
 - Town Mayor
 - Outdoor Maintenance
 - General matters and issues
 - f) Reports of Ward and County Councillors
 - g) Reports from outside bodies:
 - Carnforth & District Chamber of Trade
 - Carnforth & District Twinning Association
 - Quarry Liaison
- 18092 To approve the final report of the External Auditor and publish the signed *Annual Governance and Accountability Return 2017/2018* and the *Notice of Conclusion of Audit*.
- 18093 To consider draft report and recommendations of the Asset Management Committee (Chair to Report)
- 18094 To consider draft report and recommendations of the Town Development & Planning Committee (Chair to report)
- 18095 To consider draft report and recommendations of the Finance and Governance Committee (Chair to Report)
- 18096 To consider proposals for CCTV in Carnforth – update
- 18097 To consider Consultation on Local Plan Draft Suggested Modifications



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

18098 To consider planning applications set out below and recommendations of the Town and Development Committee: (Please note that planning applications can be viewed online at:

<https://www.lancaster.gov.uk/planning/view-applications-and-decisions:>

Application No:	Description
18/00890/FUL	Demolition of existing garages and erection of 22 affordable dwellings with associated access and parking – Garage site junction of Windermere Road, Dunkirk Avenue, Carnforth
18/01008/OUT	Outline application for the erection of an agricultural workers dwelling with associated access – Filed 9759, Netherbreck, Carnforth
18/01144/FUL	Erection of office and storage and distribution (B8) building with associated parking and access - Carnforth Business Park, Kellet Road, Carnforth
18/01183/FUL	Erection of a care home building comprising of 118 bedrooms and communal, staff and services areas with associated internal road layout, car parking and landscaping, creation of a new access and construction of a new retaining wall – Land North East of Ex-Servicemens Club, Scotland Road, Carnforth
18/01230/FUL	Erection of a rear conservatory - 2 Coppice Brow, Carnforth LA5 9XG

18099 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)

18100 To consider for approval Schedule of Payments and Receipts (See Agenda pack)

18101 To consider date and time of next meeting

Town Clerk

12 October 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Draft Minutes of the meeting held at the Council Offices on Wednesday 19th September 2018

Present: Councillors Roe (Chair); Barbu; Bromilow; Gardner; Holbrook; Parker; Smith; Watkins; Wooff

In attendance: Bob Bailey, Town Clerk and two residents

18073 **Apologies:** Apologies were received from Town Councillors Branyan, Grisenthwaite and Jones and City Councillors Goulding and Reynolds.

18074 **Declarations of Interest and Dispensations:** Councillors Barbu and Roe requested dispensation relating to items on the Agenda that were accepted. There were no declarations of interest.

18075 **Urgent Business:** Councillors Watkins and Smith reported that they had contacted the developer at the Queens Hotel who had been empathetic to the concerns of the Town Council regarding the removal of the former Cobbled Street. There was a general discussion and it was **RESOLVED** that options will be considered further by the Town Development and Planning Committee and subsequently reported to the Town Council.

18076 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on **Wednesday 15th August 2018** be approved.

18077 **Adjournment for public discussion and information only updates:**

- 1) **Public discussion:** A resident from Crag Bank addressed the Town Council requesting its support in objecting to Planning Appeal 18/00025/REF which was on the Agenda of the Town Council meeting and had been previously considered by the Town Development and Planning Committee. Members were aware that the Town Council had objected to the original application (18/00103/OUT) that had subsequently been refused by Lancaster City Council, Planning Committee. The resident provided in some detail the reasons why he believed there was inaccurate information and insufficient evidence to support the appeal. The Town Mayor advised that his representation and the recommendation of the Town Development and Planning Committee would be taken into consideration later in the Agenda.
- 2) **Clerk's Report:** The Clerk presented his report on activities carried out and supported in August, specifically referring to:
 - a) Arrangements for the upcoming Film Night which had nearly sold out in just a few days;
 - b) Statistics relating to social media that demonstrate that it is having a positive impact on the Town Council's ability to communicate with the local community;
 - c) Members were thanked for their contributions in the latest edition of the Carnforth Express, the content of which continues to improve and develop. There had been a poor response, however, to the appeal for volunteers to help with the distribution of the newsletter;
 - d) Members were informed of several concerns raised by residents regarding the erection of a 'pod' adjacent to the Canal Turn that are being followed up with the applicant and Lancaster City Council planners and enforcement team.

Members commented on the activities and it was then **RESOLVED** that the Clerk's Report be noted.

- 3) **Correspondence:** The Clerk presented the schedule of correspondence received and previously circulated to Members. It was reported that appropriate action had, or will be, taken by the Town Clerk and/or Committees to address any matters arising from correspondence received. It was then **RESOLVED** that the schedule of correspondence received be noted.

- 4) **Members updates and reports:** The Town Mayor, Councillor Roe, reported on a variety of events and meeting that he had attended and supported in the last month, including the 'Brief Encounter Special' arranged by Carnforth Station Heritage Centre and judging a hanging basket competition organised by the Chamber of Trade.
- Councillor Parker reported on the activities of the Outdoor Maintenance Operative in the last month, including preparation for Winter planting and some general repairs. Money received from Lancashire County Council as part of the Local Delivery Scheme will be used to carry out PROW works in line with the funding requirements.
- Councillor Smith reported that the Town Council is working with the Carnforth Library Service to mutually promote events. Arrangements have now been made to meet with representatives from Lancaster City and Lancashire County Council's to discuss concerns regarding air quality and traffic management. The outcome of this meeting will be reported to the Town Council.
- Councillor Wooff reported that a volunteer connected with Carnforth Swimming Pool has received the *Volunteer of the Year Award* from Lancashire County Council.
- It was then **RESOLVED** that Members updates be noted.

- 5) **Reports of District and County Councillors:** Councillor Williamson outlined the latest Lancashire County Council budget position and forecast outturn for 2018/2019 and early budget proposals for 2019/2020. It was also reported that the Ofsted inspection for Children & Young People Services within her portfolio had improved to 'Good' and she is now Vice-Chair of the Budget Scrutiny Committee. Councillor Williamson thanked the Town Council for its part in providing updates and communicating with residents on the A6 resurfacing works and other road and traffic matters in recent weeks. Members responded by thanking her for all her efforts in supporting Carnforth and the Town Council.

Councillor Yates also thanked Councillor Williamson and the Town Council on the work that they are doing to support the local community. He commented on general planning and enforcement matters that he feels need to be addressed by Lancaster City Council.

It was then **RESOLVED** that the reports and comments be noted and actioned as necessary.

- 6) **Reports from outside bodies:** It was reported that the last meeting of the Chamber of Trade had been poorly attended. Various activities are being arranged around Halloween including a lantern competition. There is some interest in developing a Business Improvement District for Carnforth, but more detailed information on the benefits and risks associated with a BID is required.

As there were no other updates from outside bodies, it was **RESOLVED** that the update from the Carnforth & District Chamber of Trade be noted.

- 18078 **Report of the Asset Management Committee:** Councillor Roe reported on the draft Minutes of the Committee attached to the Agenda, referring to the following resolutions and actions:

- a) It was agreed to slightly increase the quarterly payment made to a local businessman for keeping the War Memorial Gardens clean and tidy;

- b) Scheduled re-pointing works on the War Memorial are to be chased with the contractor and carried out;
- c) Civic Hall Manger to pursue options and cost of replacing the entire flooring at the Civic Hall;
- d) Re-pointing of the Civic Hall has been completed to a high standard;
- e) Following a successful trail, authorisation was given to enter into a 5-year lease agreement for a quality drinks machine to be located at the Civic Hall;
- f) Residents had raised matters regarding a perceived need for a litter bin at the top of New Street and the 'incorrect' positioning of a bus shelter near the Keerford Retirement Home on Lancaster Road – both of which are being followed up by the Town Clerk.

After some comments, it was **RESOLVED** that the report of the Asset Management Committee be noted and that further updates on actions outlined in the report be provided in due course.

18079 **Report of the Town Development & Planning Committee:** Councillor Watkins reported on the draft Minutes of the Committee attached to the Agenda, referring to the following resolutions and actions:

- a) The delegated responsibilities of the Committee have been revisited and it was agreed that the Committee concentrates its efforts on looking in detail at major applications being those that *'...involve three or more domestic properties, commercial developments and any strategically important applications'* as set out in the approved Terms of Reference;
- b) It was **RECOMMENDED** that the appeal on the Town Council's Agenda (18/0025/REF) is rejected on the basis that there is no compelling evidence to suggest that the original objections of the Town Council have been addressed;
- c) Updates were given on the planned air quality meeting and that with the developer at the Queens Hotel;
- d) The agenda and arrangements for the community engagement event to consider the Carnforth Neighbourhood Plan at the Civic Hall on 26th September were considered and agreed;
- e) Updates were given on progress for the Remembrance Day commemorations and the Christmas lights switch on which will be on Wednesday 5th December.

After some comments, it was **RESOLVED** that the report of the Town Development & Planning Committee be noted and that further updates on actions outlined in the report be provided in due course.

18080 **Report of the Finance & Governance Committee:** Councillor Gardner reported on the draft Minutes of the Committee attached to the Agenda, referring to the following resolutions and actions:

- a) Consideration will be given to the provision of a bus shelter on Back Lane/Windermere Road for the convenience of residents around Hard Knott Rise and Gummers Howe Walk - £4,000 has been included in the 2018/2019 budget;
- b) The Town Clerk will report back to the committee on options for a corporate debit/credit card available from the Unity Trust Bank;
- c) Progress is being made on the development of the 'Poppy Trail' leaflet which will provide a commentary on residents who fought in the First World War including a map of where they lived. A formal launch is planned for 31st October at the Civic Hall;

- d) Plans for the Film Night on Saturday 6th October have been finalised and it was **RECOMMENDED** that the Town Council approves a one-off £150 from existing reserves to subsidise this event;
- e) Councillor Grisenthwaite and the Town Clerk will review the current arrangements for the award of community funds and Town Council grants;
- f) Councillor Gardner and the Town Clerk will undertake an assessment of the Town Council's arrangements against the criteria for achieving the Quality Award available through the Local Council Award Scheme;
- g) Members noted the financial transactions for the month ended 31st August and the community fund balances as at that date and **RECOMMENDED** that the Town Council approves the scheduled payments on the Town Council agenda;
- h) Members also noted that good progress is being made to implement the recommendations of the Internal Auditor.

After some comments and questions, it was **RESOLVED** that the recommendations of the Finance and Governance Committee be approved and that further updates on actions outlined in the report be provided in due course.

18081 **CCTV:** The Town Clerk reported that detailed options from itnetuk Limited on the provision and cost of CCTV in Carnforth and as previously reported by the Town Development and Planning Committee had yet to be received, but Members were asked to consider whether they supported the idea of improved CCTV in principle.

After some debate, including a discussion on CCTV being supported by Lancaster City Council in Lancaster and Morecambe, it was **RESOLVED** that the Town Council supports, in principle, the provision of additional / improved CCTV in Carnforth and will consider proposals in detail when available.

18082 **Planning Applications:** Members considered the following appeal:

Application No:	Description
18/00025/REF	APPEAL: Outline application for the erection of one dwelling and creation of a new access – Land adjacent to 25 Crag Bank, Crescent, Carnforth LA5 9EQ

Members considered the above appeal taking into account, the evidence provided; representation(s) by residents and the recommendation of the Town Development and Planning Committee. After several comments, it was **RESOLVED** that the Town Council rejects the appeal on the basis that there is little evidence to support any significant changes to the objections made when the original application was considered.

18083 **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.

Councillor Smith reported on correspondence that he had received from a resident regarding planning application 16/00335/OUT – erection of 158 dwellings at land near Brewers Barn - that had been outstanding for a few years with little sign of progress. A resident also commented outlining his understanding of the current position and apparent delays in the completion of legal agreements.

Members commented on this and the other applications that have yet to be decided upon by the City Council's Planning Committee. It was then **RESOLVED** that the Town Clerk requests a meeting with officers from Lancaster City Council Regeneration and Planning to establish the reasons why these applications had not yet been considered by the Planning Committee and a decision made.

18084 **Schedule of Payments and Receipts:** The Clerk presented the schedule of payments due in September. Members attention was drawn to the provision of a television at Gummers Howe Community Centre and the cost of the Certificate in Local Council Administration (CiLCA) qualification that the Town Clerk is now undertaking. Members were advised that payment for the distribution of the September/October edition of the Carnforth Express would be subject to the Town Council being satisfied that the Newsletter had been delivered to all properties in the Town.

After some comments and questions, it was **RESOLVED** that the schedule of payments for September be **APPROVED** and income received be noted.

18085 **Remembrance Day Silhouette Grants:** Members considered a whether to apply for a grant of up to £500 for installations to support Remembrance Day activities for the centenary of the First World War. It was reported that the grant will provide funds to obtain seated silhouettes that can be placed in community halls and among congregations to represent those who went to war and did not return. There was some debate, following which it was **RESOLVED** that an application for grant funding for the acquisition of the silhouettes be made.

18086 **Date and time of next meeting:** The next meeting of the Town Council will be **Wednesday 17th October at 6:30pm**. The meeting closed at 8:15pm.



Correspondence – October 2018



Date	Sender	Topic
15/09/2018	Lancaster City Council	Community Emergency Planning Groups autumn exercise 151018
21/09/2018	Lancashire County Council	Decision - Footpath from junction of Dunkirk Avenue and Windermere Road to Footpath 12 Carnforth
21/09/2018	Lancashire County Council	Decision - Footpath from Kellet Road to Dunkirk Avenue, Carnforth
21/09/2018	LALC	Newsletter
21/09/2018	Lancaster City Council	Planning for south Lancaster Bailrigg Garden Villiage
21/09/2018	Images by hand	Parish Map drawing
21/09/2018	Public Sector Executive Online	e-Newsletter
21/09/2018	Lancaster City Council	Weekly Planning list
21/09/2018	Rural Services Network	e-Newsletter
24/09/2018	County Councillor P Williamson	North Road, Carnforth safety inspection
27/09/2018	County Councillor P Williamson	Market Street works and temporary lights
27/09/2018	Lancaster City Council	Flood Resilience for older buildings - 2nd October 2018
28/09/2018	Public Sector Executive Online	e-Newsletter
28/09/2018	Lancashire County Council	Joint Lancashire Minerals And Waste Local Plan Review
28/09/2018	KCS Developments Ltd	Scotland Road development update
28/09/2018	Public Sector Executive Online	e-Newsletter
29/09/2018	Rural Services Network	e-Newsletter
29/09/2018	Lancaster City Council	Weekly Planning list
29/09/2018	Public Sector Executive Online	e-Newsletter
29/09/2018	Rural Services Network	Utility Priority Services Register
29/09/2018	Town Clerk	Revised <i>Values. Vision and Objectives – Neighbourhood Plan</i>
01/10/2018	Lancashire County Council	Market Street works and temporary lights
01/10/2010	Lancaster City Council	Weekly Planning list



Correspondence – October 2018



Date	Sender	Topic
02/10/2018	Rural Services Network	e-Newsletter
02/10/2018	Town Clerk	Objection to the 18/00025/REF appeal
02/10/2018	Rural Services Network	Bulletin
03/10/2018	Public Sector Executive Online	e-Newsletter
07/10/2018	Councillor Smith	Film night
08/10/2018	1 st Carnforth Scout Leader	Invitation to 1 st Carnforth base camp grand opening
08/10/2018	Lancashire Constabulary	Police support for Remembrance Day
10/10/2018	Lancaster City Council	Consultation on Local Plan Draft Suggested Modifications
12/10/2018	Met Office	Yellow Rain Warning



Planning Application Comments & Decisions October 2018



Application Number / Description	Town Council Representation	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	Object to the planning application	Awaiting decision – considerable delays in completion of legal agreement.
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	Support the planning application in principle	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	Support the planning application in principle	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	Support the planning application in principle	Awaiting permitted
18/00796/CU: Change of use of ground floor from estate agent into hot food takeaway and installation of a flue to the rear – 1 Station Buildings, Warton Road, Carnforth LA5 9BS	Comment on concerns that there is the likelihood that litter will be increased and parking on the public highway problematic as a result of the change of use	Awaiting decision
18/00856/FUL: Demolition of outbuildings and garage and erection of a replacement garage, storage building and a covered parking area - Edenbrook Farm, Crag Bank Lane, Carnforth, Lancashire, LA5 9JA	Support in principle	Awaiting decision



Planning Application Comments & Decisions October 2018



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
18/00628/FUL: Change of use of storage and distribution unit to a car workshop and garage - 1A Ironworks, Keer Park, Warton Road, Carnforth, Lancashire LA5 9E	Support in principle	Awaiting permitted
18/00926/FUL: Erection of a two-storey apartment block of 8 affordable dwellings with associated access and parking – Land adjacent to Windermere Road & Gummers Howe Walk, Carnforth	Support in principle	Awaiting decision
18/00025/REF - APPEAL: Outline application for the erection of one dwelling and creation of a new access – Land adjacent to 25 Crag Bank, Crescent, Carnforth LA5 9EQ	Object – little evidence to change original reasons for objection	Not available

Final External Auditor Report and Certificate 2017/18 in respect of Carnforth Town Council LA0042

Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report 2017/18

On 28 September 2018 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with a full explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's findings as reported in the Annual Internal Audit Report where the internal auditor has answered 'no' to objective C regarding assurance that the authority has assessed the significant risks to achieve its objectives and reviewed the adequacy of arrangements to manage these.

External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.



PKF Littlejohn LLP

08/10/2018

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Carnforth Town Council LA0042

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2017/18

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

We do not certify completion because:

We must complete our review work before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

28/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Asset Management Committee

**Draft Minutes of the meeting held on 4th October 2018
at 5:00pm at the Council Offices, Market Street, Carnforth**

Present: Councillors Roe (Chair); Bromilow, Parker and Wooff

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

18043 **Apologies:** There were no apologies.

18044 **Declarations of Interest and Dispensations:** There were no declarations of interest.

18045 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Tuesday 11th September 2018 be approved.

18046 **Urgent Business:** The Town Clerk reported that as requested he had approach a stone mason requesting a commemorative stone plaque in Memory of Councillor Jeanette Gardner. Members approved the design and cost in principle and it was **RESOLVED** that the Town Clerk seeks final approval from Councillor Paul Gardner before placing an order.

18047 **Adjourn for public discussion:** No members of the press or public were present at the meeting

18048 **Update on activities:** Members considered the following updates:

- a) **Drinks machine – Civic Hall:** The Town Clerk reported that there had been two promised and failed attempts by the couriers to deliver the new drinks machine, during which there had been two significant events at the Civic Hall. A third attempt has now been arranged following an exchange of phone calls and emails and the non-payment of an invoice for stock received. Members supported the Town Clerks view that a should there be a third failed delivery the order will be withdrawn.

ACTION: Town Clerk to withdraw the order should there be any further failures in the delivery of the drinks machine.

- b) **Flooring – Civic Hall:** As requested the Civic Hall Manager has researched options for the long-term replacement of the flooring in the Civic Hall. Two options were presented which varied quite significantly in both quality and price. It was clear that the high value option would not be the best most equitable solution for the current and planned provision at the Civic Hall and due to the unevenness of the floor in some places. The preferred option was some £4,000 cheaper but would be easier to lay and meet the required needs. The Civic Hall Manager reported that this could be laid during the Christmas break.

After some discussion it was **RESOLVED** that the lowest quotation be accepted in principle and that the Finance and Governance Committee to **RECOMMENDED** to consider possible funding from reserves in 2018/2019 or to include within the budget process for the financial year 2019/2020.

- c) **Replacement lighting – Civic Hall:** The Civic Hall Manager, reported that the currently lights need regular (fortnightly) replacement but could be replaced by more efficient and longer lasting lights and fittings. A quotation has been received from BARN electrical who have previously carried out electrical work at the Civic Hall to a high standard.

After some discussion and questions, it was **RESOLVED** that the lights in the Civic Hall be replaced by LED lights under delegated authority and be paid from expenditure devolved to this Committee.



Asset Management Committee

- d) **Litter Bins:** As requested the Town Clerk presented a variety of litter bins for Members to consider for possible location around the top of New Street near to its junction with Lancaster Road where a significant amount of litter dropping has previously been reported by residents. **ACTION:** Town Clerk to obtain Lancashire County Highways agreement to the proposed location of the bin and confirmation that the contents of the bin will be collected by Lancaster City Council as part of an existing waste collection, subject to which, he be delegated to make the necessary arrangements for the litter bin to be purchased and put in-situ.
- e) **Bus Shelters:** The Town Clerk referred to a budget heading in the 2018/2019 budget for replacement bus shelter(s). It was noted that this had been earmarked for Back Lane / Windermere Road and proposals would be considered by the Finance and Governance Committee in due course.

18049 **Budget Monitoring as at 30/09/2018:** The Town Clerk presented a report setting out expenditure against budget by this Committee for the first half of the financial year. It was reported that at the midway point expenditure exceeded the profiled budget by £249 although this included an amount of nearly £600 for payment of a disputed invoice for plants and flowers purchased in the previous year.

Notwithstanding this, significant plans have been realised in the first six months of the year and, at this stage, there are no concerns that expenditure will exceed budget at the year end. It was **RESOLVED** that the budget position as at 30th September 2019 be noted.

18050 **Budget proposals 2019/2020:** Members discussed possible proposals for consideration as part of the budget setting process for 2019/2020. At this early stage the following were suggested:

- a) Replacement flooring for the Civic Hall (if not in 2018/2019);
- b) Replacement blinds – Civic Hall 'front room';
- c) Redecoration and replacement carpet – Council Offices;
- d) Possible contribution to CCTV provision;
- e) TV or screen – Council Offices;
- f) IT solutions for Members

It was **RESOLVED** that further consideration be given to these proposals as budget setting for 2019/2020 progresses

The meeting closed at 5:45pm



Town Development & Planning Committee

Draft Minutes of the meeting held on Monday 1st October 2018 at 5:00pm at Council Offices, Market Street Carnforth

Present: Councillors Watkins (Chair); Barbu; Holbrook; Smith and Wooff

In attendance: Bob Bailey, Town Clerk, City Councillor Yates

- 18068 **Apologies:** Apologies were received from Councillor Bromilow and Liz Withey
- 18069 **Declarations of Interest and Dispensations:** There were no declarations of interest. Approval for dispensation on matters on the agenda was given to Councillor Barbu.
- 18070 **Urgent Business:** The Town Clerk reported on an email from the Rural Services network (previously circulated) setting out details of the work that they are doing with Electricity NW and United Utilities to put together a *Priority Services Register* of people who are vulnerable and/or isolated in rural areas and may need extra help, in the event of a disruption of power or water supply. Members considered that this would be an important tool as part of the Town Council's community emergency plan responses.
ACTION: Make full Town Council aware and consider in more detail at the next meeting of this Committee.
- 18071 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Monday 3rd September 2018 be approved.
- 18072 **Adjourn for public discussion:** There were no members of the public present. City Councillor Yates commented that several residents had raised concerns about the planned development at Lundsfield Quarry and would be taking the opportunity to air their views at the public consultation event at the Civic Hall on 3rd October. Councillor Yates suggested some points of interest that might be considered as part of the Heritage Walks and commented that consideration should be given to twinning Carnforth with Dudley in the Midland – Councillor Yates to raise this with City Councillor Goulding for the attention of the Twinning Association.
- 18073 **Carnforth Neighbourhood Plan:** Members outlined the format of the community consultation held on the Town Council's proposal to develop a neighbourhood plan for Carnforth and the draft *Values, Vision and Objectives* document. Around 60 people attended the event and the majority supported the development of a Neighbourhood plan. As a direct result of the meeting two new objectives have been established and several residents have agreed to join the Neighbourhood Plan Task Group.
After some questions and discussion, it was **RESOLVED** that the success of the community consultation be noted; that volunteers be invited to attend the next meeting of the Neighbourhood Plan Task Group and that the Town Clerk updates the *Values, Vision and Objectives* and re-circulates to the Town Council and Chamber of Trade.
- 18074 **Planning Applications & Policy Matters:**
- a) **Planning Application 18/01183/FUL:** Members considered this application in detail in line with their delegated authority. This application, being erection of a care home comprising of 118 bedrooms and associated works had been the subject of a recent public consultation. Members discussed the application at length making comments on:
- vehicular access and egress;
 - potential for an increased number of vehicles on the A6 and associated air quality implications, particularly given the Scotland Road development nearby;



Town Development & Planning Committee

- Positive changes to the plans following comments made at the public consultation;
- Other changes that have apparently not been part of the consultation

It was then **RESOLVED** that a **RECOMMENDATION** be made that the Town Council objects to Planning Application 18/01183/FUL for the reasons set out above, and that subject to a decision being made by the City Council's Planning Committee the implications of the development be considered as part of the ongoing air quality management considerations.

- b) **Air Quality / Traffic Management:** Councillor Smith reported on a meeting held on 28th September with representatives of Lancashire County Council responsible for highways and traffic management; planning and environment and public health. Also in attendance was the Air Quality Officer from Lancaster City Council, Councillor Watkins and the Town Clerk.

It was reported that the meeting had been positive and had given the Town Council the opportunity to raise concerns on air quality and traffic management issues in the town. Specifically, these were the risk of increased HGV movement arising from developments on the old TDG site; the perception that HGV movement along the A6 in the town has not improved since the opening of the Bay Gateway and the ongoing traffic problems that are likely to be further complicated by the development at the Queens Hotel and access on Markey Street. The meeting included a walk down Market Street to the TDG site, where the local traffic problems were witnessed with the junction at Market Street and Scotland Road being completely blocked with traffic and queues going back to lower Market Street.

Lancashire County Council responded that monitoring of the impact from the opening of the Bay Gateway is to continue after the Greyhound Bridge has re-opened and they will investigate traffic management arrangements and consider potential solutions. The issues raised by the Town Council will be reported to the Lancashire Officers Working Group meeting and officers drew Members attention to the *Lancaster District Highways and Transport Masterplan* and the recently adopted *HGV strategy* both of which are useful reference points in relation to the issues raised.

Further information was provided following the meeting along with useful resources and toolkits on air pollution and its health impacts and ways in which the local community can be encouraged to take positive action on health and wellbeing.

The Air Quality Officer reported that air quality had improved in the Carnforth AQMA and that this was now in line with the national average. Lancaster City Council are, however, about to review their Air Quality Strategy and the matters now being raised will be useful.

The Town Council will provide suggestions for further investigation and action by City and County Councils and/or inclusion as factors to be addressed as part of the developing Neighbourhood Plan. A further meeting with officer is to be held in early 2019.



Town Development & Planning Committee

- c) **Cobbled Street Carnforth:** Councillor Smith reported that he and Councillor Watkins had recently met with the developer who, whilst sympathetic with the Town Council's position, had explained that the cobble stones had been removed to make access to the Queens hotel safe to walk on. The developer has agreed to try and source some stone sets like the originals that could form part of the access and will report back in a few weeks.
- d) **Planning application 18/001183/FUL – Canal Turn 'Pod':** The Clerk reported on the latest information received from Lancaster City Council on this application, which has yet to be validated, and the comments received from several residents arising from the development.

After some questions and general comments, it was **RESOLVED** that the good progress made in relation to the air quality and traffic management issues and the updates on other planning matters be noted.

18075 **Emergency Plan Update:** Councillor Smith had updated and circulated the Carnforth Community Emergency Plan and asked Plan Owners for any comments / amendments. Members were informed that the plan will be tested on Sunday 14th October at the Civic Hall.

18076 **Planned Events:**

- a) **Remembrance Day:** The Town Clerk reported on progress being made. Invitations have now been issued and forms are being returned indicating whether a wreath was required and/or numbers attending the Town Mayor's reception after the Service. The Piper and Reelife Recordings have been booked. Arrangements are being made for bell ringers to be in attendance and for the last post/reveille to be played by a bugler.
- b) **Lancashire Day:** Will be held on 27th November to commemorate the day when Lancashire first sent representatives to Parliament in 1295. It will be observed with a loyal toast to "The Queen, Duke of Lancaster" and the Town Crier will announce the Lancashire Day proclamation. It was suggested that after the short Service there could be a small reception of drinks and cake at the Royal Station Hotel.
- c) **Christmas lights and competition:** Councillor Watkins will acquire a Christmas tree for the Chamber of Trade to decorate by 18th November. Town Clerk will publicise the light switch on and the annual competition for the best decorated properties in the town. Cash prizes to be awarded for 1st £100; 2nd £50 and 3rd £25.

18077 **Updates on activities:** Members considered updates on ongoing actions:

- a) **Blue Heritage Plaques:** The preferred suppliers have been notified and they will be instructed to cast each of the signs once confirmation has been received from each of the potential sponsors. There was further debate about the origins of one plaque. There was a suggestion that a further heritage plaque be considered to mark the place of the recently removed cobble stones on what is thought to be the oldest street in the town.
- b) **Carnforth Express printing and distribution:** Members briefly discussed the format and content of the September/October edition of the Carnforth Express which was considered a general improvement. It was noted that this had been a 'special edition' commemorating all armed forces, the 100th Anniversary of the end of the First World War and included brief details on Carnforth's Remembrance Day parade and commemorations.



Town Development & Planning Committee

As requested the Town Clerk had made enquiries with another printing firm who had previously offered to both print and distribute the newsletter. The quotation received was considered and compared to current arrangements it then agreed that a **RECOMMENDATION** be made to the Town Council that Bay Typesetters be appointed as the preferred supplier for both printing and distribution of the Carnforth Express.

- c) **Self-watering planters:** Councillor Barbu reported on initial enquiries around the practicalities and health and safety matters relating to these planters has been advised that the upkeep and risks associated with them is relatively low. Members acknowledged that whilst these would be an attractive addition to the town more specific detail was required and it was felt appropriate to discuss the proposal with the Outdoor Maintenance Officer before a final decision is made. **ACTION:** Councillor Barbu to provide more detail on the issues raised and report back.
- d) **Pocket Parks:** Councillor Holbrook reported on potential areas that could benefit from a pocket parks and commented on associated pricing of street furniture and fencing. **ACTION:** Councillor Holbrook to continue to develop the ideas and report back to the committee as necessary.
- e) **'A new train for Carnforth':** The wood carver/artist who presented the Guardians of Carnforth to the town has agreed to carve a model train that will be used to display plants and flowers when complete.

The meeting closed at 6:40pm

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

Town Clerk

12 October 2018

28 Wilson Grove,

Heysham, Morecambe

LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforhtowncouncil.org



Finance and Governance Committee

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Finance and Governance Committee

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

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

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

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

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

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



Finance and Governance Committee

18083 **Budget Monitoring:** The Town Clerk presented a *Budget Monitoring Report* as at 30th September 2018. It was explained that the document set out for each budget heading the approved *Full Year Budget*; *Profiled Budget* (after six months); *Actual to Date* for income and expenditure; *Variance to Date* (difference between actual and profiled), and a reason for the variance and any action needed.

The Town Clerk highlighted the reasons for some variances and Members asked questions and it was concluded that at the half way point of the year, there are no matters of immediate concern.

It was then **RESOLVED**, that the format of the *Budget Monitoring Report* as presented be approved and that the budget position as at 30th September 2018 be noted with no remedial action required at this stage. The Town Clerk was asked to present a further report at the end of Quarter 3 as at 31st December 2018.

18084 **External Audit Report:** The Town Clerk had recently circulated to Members notification of the conclusion of the external audit who had concluded the '*Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and no further matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met*'. The report goes on to note that the Town Council had brought to their attention other matters that were being addressed, notably the assessment of significant risks, and that these had no effect on their overall conclusion.

The Town Clerk reported several questions had been asked by the external auditor that had been answered to their satisfaction and had, therefore, not incurred additional costs. The Committee were informed that numerous reservations and complaints had been made by the Society of Local Council Clerks on the quality of the newly appointed external auditors.

It was then **RESOLVED** that the Town Council be **RECOMMENDED to** formally approve the *Annual Governance and Accountability Return (AGAR)* for the year ended 31st March 2018 and that this be published along with a *Notice of conclusion of audit*, signed by the Town Mayor, detailing the rights of inspection in line with statutory requirements.

18085 **Business Improvement District (BID):** Councillor Gardner reported that he had recently attended a meeting of the Chamber of Trade to discuss the potential for a Carnforth BID, like those already in place at both Lancaster and Morecambe. It was explained that a BID is a defined area within which businesses are required to pay an additional tax (levy) to fund local projects. It was noted that the Chamber of Trade are broadly in favour of pursuing this through the creation of a steering group and had enquired whether the Carnforth Town Council were in general support. After some discussion, it was **RESOLVED** that the Town Council be **RECOMMENDED** to support this initiative being taken forward and progress reported back as necessary.

18086 **Update on Committee actions and recommendations:** The Town Clerk reported on key matters and activities arising from the meetings of the Asset Management and Town Development & Planning Committees. Members were informed specifically of the recommendation of the Asset Management Committee that consideration be given to replacing the flooring at the Civic Hall either from reserves in 2018/2019 or as part of the budgeting process for the financial year 2019/2020.



Finance and Governance Committee

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

The meeting closed at 6:40pm

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

Town Clerk

14 October 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org

Schedule of Payments and Receipts

October 2018

Payments

Invoice Date:	Payment Type:	Payment To:	Description:	Budget:	Net £	Vat £	Gross £
30-Aug-18	BACS	National Piping Center	Pipeer Hire - Remembrance Day	Events: Remembrance Day	-237.50	-47.50	-285.00
17-Sep-18	BACS	Travis Perkins	Various general maintenance materials	Civic Hall: Maintenance	-42.79	-8.56	-51.35
18-Sep-18	BACS	Screw Fix	General maintenance materials	Civic Hall: Maintenance	-9.98	-2.00	-11.98
28-Sep-18	BACS	PKF Accountants	Audit fees	Auditors Fees	-300.00	-60.00	-360.00
28-Sep-18	BACS	Thomas Graham	Cleaning materials	Civic Hall: Cleaning	-74.04	-14.81	-88.85
29-Sep-18	BACS	Thomas Graham	Cleaning materials - credit	Civic Hall: Cleaning	3.02	0.76	3.78
29-Sep-18	BACS	Thomas Graham	Hot drinks cups	Civic Hall: Drinks Machine stock	-30.79	-6.16	-36.95
30-Sep-18	Direct Debit	British Gas	War Memorial Gardens Kiosk	Memorial Gardens: Electricity	-54.76	-2.73	-57.49
30-Sep-18	BACS	Bob Bailey	Salary	Town Clerk: Salary	-608.46	0.00	-608.46
30-Sep-18	BACS	Bob Bailey	Expenses	Town Clerk: Expenses	-100.57	-15.18	-115.75
30-Sep-18	BACS	Richard Marsden	Salary	Civic Hall: Salary	-840.48	0.00	-840.48
30-Sep-18	BACS	Richard Marsden	Allowance	Civic Hall: Expenses	-15.00	0.00	-15.00
30-Sep-18	BACS	Donald Astley	Salary	Outdoor Mntce Operative: Salary	-283.67	0.00	-283.67
30-Sep-18	BACS	Don Astley	Mileage Expenses	Outdoor Mntce Operative: Expenses	-61.20	0.00	-61.20
01-Oct-18	BACS	Screw Fix	General maintenance materials	Civic Hall: Maintenance	-31.90	-6.38	-38.28
01-Oct-18	BACS	William I Towers	PA & backing tracks	Events: Remembrance Day	-150.00	0.00	-150.00
02-Oct-18	BACS	Mars Drinks	Drinks machine stock	Civic Hall: Drinks Machine stock	-154.22	0.00	-154.22
03-Oct-18	BACS	Kennethe A Fraser Limited	Cleaning granite War Memorial	Capital Expenditure: War Memorial Gardens	-774.00	-154.80	-928.80
05-Oct-18	BACS	HMRC	PAYE Tax Period 6	HMRC	-483.40	0.00	-483.40
08-Oct-18	Direct Debit	1&1	Internet security and domain	Computing: Domain	-23.96	-4.79	-28.75
09-Oct-18	BACS	Bay Typesetters	Neighbourhood Plan large format maps/leaflets/posters	Neighbourhood Plan	-130.00	-13.00	-143.00
10-Oct-18	BACS	Dazzling Windows	Window Cleaning	Civic Hall: Cleaning	-30.00	0.00	-30.00
10-Aug-18	BACS	UK Leaflet Distribution (NW) Ltd	Carnforth Express distribution	Carnforth Express: Distribution	-225.00	-45.00	-270.00
12-Oct-18	Cheque	Gummers Howe Tenants Association	Balance of grant funding	Community Fund	-150.83	0.00	-150.83
12-Oct-18	Cheque	Poppyscatter	Two 'Silent Soldiers'	Events: Remembrance Day	-300.00	0.00	-300.00
14-Oct-18	BACS	On a Roll	Hot Pot Supper - Film Night	Events: Film Night	-250.00	0.00	-250.00
Totals					-5,359.53	-380.15	-5,739.67

Town Clerks Expenses	Printing	-91.05
	Telephone	-20.00
	Hospitality	-2.50
	Parking	-2.20
		-115.75

Receipts 01 September to 30 September 2018

Date:	Payment Type:	Payment From:	Description:	Budget:	Amount £
04-Sep-18	BACS	Lancaster City Council	Carnforth Express Advert	Newsletter: Advertising	33.60
05-Sep-18	BACS	Independent Vetcar	Hire of Civic Hall	Civic Hall Income	64.80
07-Sep-18	BACS	Diddi Dance	Hire of Civic Hall	Civic Hall Income	32.40
11-Sep-18	BACS	Lancaster City Council	Hire of Civic Hall	Civic Hall Income	25.50
11-Sep-18	BACS	Active 8	Hire of Civic Hall	Civic Hall Income	76.50
12-Sep-18	BACS	Creation Station	Hire of Civic Hall	Civic Hall Income	25.20
17-Sep-18	BACS	Pyjama Drama	Hire of Civic Hall	Civic Hall Income	36.30
20-Sep-18	BACS	Reed Momenta	Hire of Civic Hall	Civic Hall Income	39.00
21-Sep-18	BACS	Spice Touch	Sponsorship	Sponsorship	100.00
26-Sep-18	BACS	Independent Vetcar	Hire of Civic Hall	Civic Hall Income	129.60
30-Sep-18	BACS	HMRC	VAT	VAT Refundable	1,736.79
					2,299.69