



# Finance and Governance Committee

**PRESS AND PUBLIC ARE WELCOME TO ATTEND**

**Summons to attend meeting on Wednesday 10<sup>th</sup> April 2019 at 5:15pm  
at the Council Offices, Market Street Carnforth**

- 19023 To receive apologies for absence
- 19024 To receive declarations of interest
- 19025 To consider Minutes of the meeting on Wednesday 13<sup>th</sup> March 2019  
(see Agenda Pack)
- 19026 To consider items of urgent business
- 19027 To adjourn the meeting for a period of public discussion (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- 19028 To consider account transactions reports 1<sup>st</sup> – 31<sup>st</sup> March 2019 (see Agenda Pack)
- 19029 To consider draft Payments schedule (see Agenda Pack)
- 19030 To consider **information only** updates on activities:
- a) Films at the Civic Hall
  - b) Civic Hall – Lease
  - c) Civic Hall – Survey and options appraisal
  - d) Supply, installation & annual maintenance of CCTV cameras

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

**Town Clerk**

**05 April 2019**

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

**Tel: 07846 256 006**

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



# Finance and Governance Committee

## Draft Minutes of the Finance & Governance Committee held on Wednesday 13<sup>th</sup> March 2019

**Present:** Councillors Gardner (Chair); Branyan; Jones, Grisenthwaite, Parker and Roe

**In attendance:** Bob Bailey, Town Clerk

19012 **Apologies:** There were no apologies.

19013 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19014 **Minutes:** It was **RESOLVED** that the Minutes of the Finance and Governance Committee held on 13<sup>th</sup> February 2019 be approved, subject to an amendment that the award of Community Benefit Fund for the provision of Close Circuit TV was 'deferred'.

19015 **Urgent Business:** The Town Clerk reported that he had just received a copy of a lease between the Town Council and the North West Reserve Forces and Cadets Association (NWRFCA) for the lease of part of Carnforth Civic Hall.

Members were informed that the lease provided covers the period 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2022 and refers to a rent review 'every third anniversary'. Members were reminded that it had already been established that the rent review due at 1<sup>st</sup> April 2016 had not been finalised and that the rent set at 2013 had continued until now.

Based on this new information, the Town Clerk advised that there was now a need to review the rent and to issue a 'variance' and revised 'heads of terms' to reflect any changes, including the addition of the room now used as an office by the Air Training Corps that had not been included in the original lease.

Members thanked the Town Clerk for establishing the current position with the lease and rent and discussed in some detail a revised rent to commence from 1<sup>st</sup> April 2019. It was **RESOLVED** that the Town Council be **recommended** to approve an annual rent of £5,000 for the three-year period commencing 1<sup>st</sup> April 2019 to include exclusive use of the existing accommodation and the committee room and that a formal variance to the lease and revised heads of term be drawn up for agreement with North West Reserve Forces and Cadets Association.

19016 **Public discussion:** No members of the public were present.

19017 **Financial Monitoring Report:** The Town Clerk presented the monthly financial monitoring report of income and expenditure transactions and bank reconciliation as at 28<sup>th</sup> February 2019.

The Town Clerk drew Members attention to income received from hire of the civic hall, including the annual rental for the lease of the Civic Hall by the Air Training Corps; sale of film night tickets and drinks; a refund for the overpayment of utility services had also been received.



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Payments reflected those approved by the Town Council at the February meeting including £1,000 to Carnforth Cricket Club from the community benefit fund and final emergency planning works at the Civic Hall.

Members noted that as at 28<sup>th</sup> February 2019 total balances stood at £30,278. It was then **RESOLVED** that the financial transactions and bank reconciliations to 28<sup>th</sup> February 2019 be noted and accepted.

- 19018 **Draft Payments and Receipts schedule:** The Town Clerk presented Members with the draft schedule of payments and receipts to be presented to the March meeting of the Town Council. The Town Clerk highlighted the cost of heating oil for the Civic Hall boiler; a claim for sponsorship of the 'Brief Encounter Special' to be paid from the community benefit fund and an order that had been placed for eight blue heritage plaques by the Town Development & Planning Committee. It was explained that sponsorship for the Brief Encounter Special had been an outstanding agreement between the Town Council and the Carnforth Station and Railway Trust.

Members asked several questions clarifying the purpose for, and beneficiaries of, the blue heritage plaques; what sponsorship had been agreed and whether the overall cost could be paid within the budget devolved to the Town Development & Planning Committee.

The Town Clerk advised that sponsorship of one of the blue plaques had been received and a sponsorship of a further three has been promised from the Mourholme History Group. In response, to a question, the Town Clerk confirmed that one organisation that had been approached had declined to sponsor the cost of the heritage plaque. **ACTION:** Chair of Finance & Governance Committee to raise these matters with the Chair of the Town Development & Planning Committee.

Members noted that the Town Clerk had personally paid for the replacement of the lock for the rear door at the Carnforth Office following Member authority to incur the expenditure to carry out the works urgently. It was further noted that the Town Clerk was now claiming the monies back through the *Schedule of Payments*. Members acknowledged that such payments should be made using a corporate credit card. **ACTION:** Town Clerk to report back to the Finance and Governance Committee on arrangements, controls and governance for establishing a corporate credit card.

It was then **RESOLVED** that the Town Council be **recommended** to approve payments set out on the schedule.

- 19019 **Schedule of charges 2019/2020:** The Town Clerk presented a schedule of charges covering the hire the Civic Hall and adjoining rooms and facilities; advertising in the *Carnforth Express* and other charges for the purchase of drinks and annual sponsorship of flower boxes.

Members were reminded that a review of the charges had been one of the 13 recommends made by the Internal Auditor and is the last one to be implemented.



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The schedule identified the current charges alongside proposed charges from 1<sup>st</sup> April 2019. There were questions and much discussion around the weekday and weekend proposals for the hire of the Civic Hall and the aim to establish clarity and balance between covering costs and maintaining a competitive rate that keeps the existing hirers and encourages new ones. Explanations were also given for the proposed costs for advertising in the *Carnforth Express*.

Some amendments were made, and it was then **RESOLVED** that the *Schedule of Rates* attached as *Appendix A* be **recommended** to the Town Council for approval.

19020 **Reserves Policy:** As requested by the Committee and, subsequently, the Town Council, the Town Clerk presented a best practice guidance explaining: the purpose of reserves and whether parish/town councils should have them and the type and size of reserves.

The guidance makes it clear that whilst there is no legal requirement all parish/town councils should, as a minimum, have a *General Reserve* as a 'safety net' for any unplanned calls on the Council's funds. The guidance suggests that it is '...prudent to keep a minimum of six months operating costs or precept in reserve...'.

In terms of the types of reserve the guidance outlines that, in addition to the General Reserve, there should be an:

- Election reserve to cover the costs of a contended election;
- Legal reserve to cover incidental or unforeseen legal costs;
- Maintenance reserve covering the council's interests in land and property and remedial and urgent maintenance costs, and;
- Locum Clerk cost reserve should the replacement of the Clerk be necessary for a prolonged period and to maintain the duties and responsibilities of the 'proper officer' in line with legal requirements.

Members acknowledged that the funds currently held in the Town Council's deposit account have effectively been the general reserve but that there needs to be a policy that formalises this and introduces processes that ensure that the amount of reserves required each year is considered as part of a risk assessment alongside the annual budget process. It was felt that there was not a need to identify a separate reserve for each eventuality and that an *Earmarked Reserve*, in addition, to a *General Reserve* would generally be enough.

The *Earmarked Reserve* could be established on a 'needs' basis in line with anticipated requirements and could be used to build up funds over a number of years if necessary. **ACTION:** Town Clerk to draft a *Reserves Policy* for consideration by the Finance & Governance Committee and subsequent recommendation for approval to the Town Council.



## Finance and Governance Committee

### 19021 **Update on activities:**

- a) **Film Nights:** Councillor Grisenthwaite reported that 101 people attended the screenings of *Bohemian Rhapsody* at the Civic Hall. The numbers attending other recent screenings was also reported.

The feedback from these events continues to be very positive. Members acknowledged that a combination of a film, good food and the community feel that these events are now generating is a 'winning formula'. As well as generating some income, the film night is quickly becoming established as a monthly event, with a core of regular attendees.

The events are also generating income for the Friends of Carnforth Swimming Pool through the sale of refreshments.

Members were informed that a lesson learnt from the experience of the showing of *Bohemian Rhapsody* was that a maximum number of around 50 people is an optimum number and that should there be more interest for a film the option of an additional showing would be considered.

It was reported that with a month to go almost 50 people had already booked to see *Stan and Ollie* and a decision had been taken to have a second showing on the following evening.

There was also a discussion about the costs associated with the film nights which to date has been the cost of the food and payment to Eden Arts for each film. It was agreed that going forward it would be appropriate for accounting purposes for a transfer/virement to be made to the Civic Hall income for the hire of the hall.

Members congratulated Councillor Grisenthwaite, Town Clerk and other Members involved in bringing this event to the town.

- b) **Architectural Survey & Options appraisal – Civic Hall:** It was reported that one expression of interest had been received for this work which had subsequently been withdrawn and that a local surveyor had been approached but had declined. **ACTION:** Councillor Grisenthwaite and Town Clerk to follow up with other suggested surveyors and through contacting other parish/town councils for recommendations.
- c) **Local Council Award Scheme:** The Town Clerk reported that little progress had been made on formally assessing the Town Council against the *Quality* criteria and standards in the scheme, although it was believed that the significant progress had been made in the last year. **ACTION:** An assessment and submission for *Quality* status under the Local Council Award Scheme be undertaken during 2019/2020.

### 19022 **Update on Committee actions and recommendations:** The Town Clerk briefly updated Members on key activities including the latest position with the provision of CCTV, neighbourhood planning and air quality. **The meeting closed at 6:50pm**



## Finance and Governance Committee

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**Town Clerk**

**15 March 2019**

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

**Tel: 07846 256 006; Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)**

## Account Transactions - All Accounts

Between 01/03/2019 and 31/03/2019

Num	Date	Payee	Category	Amount	Running Balance
<b>Opening Balance as of 01/03/2019</b>					30,263.12
	04/03/2019	D & R Hogg	Civic Hall : Films	37.50	30,300.62
	04/03/2019	Albert Gunn	Civic Hall : Films	15.00	30,315.62
	05/03/2019		Transfer To : Current - Unity Trust	-1,000.00	29,315.62
	05/03/2019		Transfer From : Neighbourhood Plan Fund	1,000.00	30,315.62
	05/03/2019	Stephen Stalker	Civic Hall : Films	22.50	30,338.12
	05/03/2019	Jean West	Civic Hall : Films	30.00	30,368.12
	05/03/2019	Mars Drinks	Civic Hall Expenditure : Drinks Machine	-156.00	30,212.12
	07/03/2019	Jim Grisenthwaite	Civic Hall : Films	82.50	30,294.62
	08/03/2019	B J Bayliss	Civic Hall : Films	22.50	30,317.12
	08/03/2019	Diddi Dance	Civic Hall : Hire	32.40	30,349.52

11/03/2019	HMRC	VAT Refund	836.74	31,186.26
11/03/2019	Plus net	Computer : Online/Internet Service	-23.50	
		VAT Recoverable	-4.70	
		Split/Multiple Categories	<u>-28.20</u>	31,158.06
11/03/2019	Creation Station	Civic Hall : Hire	25.50	31,183.56
14/03/2019	Indepedent Vetcar	Civic Hall : Hire	64.80	31,248.36
14/03/2019	Reed Momenta	Civic Hall : Hire	87.75	31,336.11
18/03/2019	Plus net	Computer : Online/Internet Service	-24.75	
		VAT Recoverable	-6.19	
		Split/Multiple Categories	<u>-30.94</u>	31,305.17
20/03/2019		Transfer To : Cash	-40.00	31,265.17
20/03/2019		Transfer From : Current - Barclays	40.00	31,305.17
100030	20/03/2019	Civic Hall : Films	683.30	31,988.47
100031	20/03/2019	Civic Hall : Films	40.00	32,028.47
100052	20/03/2019	Civic Hall		
		Civic Hall : Drinks machine Income	25.00	
		Civic Hall : Hire	88.40	
		Split/Multiple Categories	<u>113.40</u>	32,141.87



21/03/2019 Reed Momenta	Civic Hall : Hire	111.60	32,253.47
21/03/2019	Transfer To : Current - Unity Trust	-3,000.00	29,253.47
21/03/2019	Transfer From : Deposit - Unity Trust	3,000.00	32,253.47
22/03/2019 British Gas	Civic Hall Expenditure : Electricity	-417.01	
	VAT Recoverable	-20.85	
	Split/Multiple Categories	<u>-437.86</u>	31,815.61
22/03/2019 Dazzling Windows	Civic Hall Expenditure : Cleaning	-30.00	31,785.61
22/03/2019 WCF Fuels	Civic Hall Expenditure : Heating Oil	-950.76	
	VAT Recoverable	-47.54	
	Split/Multiple Categories	<u>-998.30</u>	30,787.31
22/03/2019 Thomas Graham	Civic Hall Expenditure : Cleaning	-61.10	
	VAT Recoverable	-12.22	
	Split/Multiple Categories	<u>-73.32</u>	30,713.99
22/03/2019 Carnforth Station & Railway Trus	CBF - Grants Paid	-1,000.00	29,713.99
22/03/2019 D Astley	Staff : Salaries (Outdoor Mntce)	-283.67	29,430.32
22/03/2019 D Astley	Staff : Expenses (Outdoor Mntce)	-10.80	29,419.52

22/03/2019 R Marsden	Staff : Salaries (Civic Hall)	-840.48	28,579.04
22/03/2019 R Marsden	Staff : Allowance (Civic Hall)	-15.00	28,564.04
22/03/2019 R Marsden	Civic Hall Expenditure : Maintenance	-14.86	28,549.18
22/03/2019 Sign of the Times	TD&PC : Devolved Expenditure	-1,743.00	
	VAT Recoverable	-348.60	
	Split/Multiple Categories	<u>-2,091.60</u>	26,457.58
22/03/2019 On a Roll	Civic Hall Expenditure : Films	-525.00	25,932.58
22/03/2019 Bay Typesetters	Carnforth Express Expenditure : Printing	-400.00	
	Carnforth Express Expenditure : Distribution	-300.00	
	Civic Hall Expenditure : Films	-75.00	
	Miscellaneous : Lanyards	-80.00	
	VAT Recoverable	-91.00	
	Split/Multiple Categories	<u>-946.00</u>	24,986.58
22/03/2019 Rotary Club Carnforth	TD&PC : Devolved Expenditure	-150.00	24,836.58
22/03/2019 HMRC	Taxes : Income Tax	-483.40	24,353.18
22/03/2019 Bob Bailey	Staff : Salaries (Town Clerk)	-614.82	23,738.36
22/03/2019 Bob Bailey	Council Offices : Maintenance	-133.80	
	VAT Recoverable	-26.76	
	Split/Multiple Categories	<u>-160.56</u>	23,577.80

22/03/2019 Bob Bailey	Postage	-13.92	
	Bills : Telephone	-10.00	
	Printing & Stationery	-19.18	
	Staff : Expenses (Town Clerk)	-23.50	
	Hospitality	-12.75	
	VAT Recoverable	-3.84	
	VAT Recoverable	-2.45	
	Split/Multiple Categories	<u>-85.64</u>	23,492.16
29/03/2019 Lancashire County Council	Civic Hall : Hire	981.92	24,474.08
31/03/2019	Transfer To : Neighbourhood Plan Fund	-1,000.00	23,474.08
31/03/2019	Transfer From : Current - Unity Trust	1,000.00	24,474.08
31/03/2019 Unity Trust Bank	Bank Charges : Service Charge	-18.00	24,456.08
31/03/2019 Unity Trust Bank	Investment Income : Bank Interest	14.58	24,470.66
31/03/2019 Unity Trust Bank	Bank Charges : Service Charge	-18.00	24,452.66
	<b>Grand Total</b>	<b><u>-5,810.46</u></b>	<b><u>24,452.66</u></b>

Payments

Payment Type:	Payment To:	Description:	Budget:	Financial Year	Net £	Vat £	Gross £
BACS	Dazzling Windows	Window cleaning	Civic Hall: Maintenance	2018/2019	-30.00	0.00	-30.00
BACS	Troy Planning & Design	Various tasks relating to the development of Carnforth Neighbourhood Plan	Neighbourhood Plan Funds	2018/2019	-3,247.50	-649.50	-3,897.00
BACS	Eden Arts	Cine North Screening: Swimming with Men 08/12/2018	Civic Hall: Films	2018/2019	-80.00	-16.00	-96.00
BACS	Eden Arts	Cine North Screening: Incredibles 2 21/02/2019	Civic Hall: Films	2018/2019	-66.67	-13.33	-80.00
BACS	Eden Arts	Cine North Screening Bohemian Rhapsody 09/03/2019	Civic Hall: Films	2018/2019	-100.00	-20.00	-120.00
BACS	Eden Arts	Cine North Screening Bohemian Rhapsody 10/03/2019	Civic Hall: Films	2018/2019	-66.67	-13.33	-80.00
BACS	Cllr Paul Gardner	Land Search	Asset Management: Devolved Expenditure	2018/2019	-16.98	-3.40	-20.38
BACS	Cllr Paul Gardner	Land Search	Asset Management: Devolved Expenditure	2018/2019	-19.99	-4.00	-23.99
BACS	Sign of the Times Ltd	Blue Heritage Plaques	Town Dev & Planning: Devolved Expenditure	2018/2019	-108.00	-21.60	-129.60
BACS	HMRC	PAYE Tax Period 12	HMRC	2018/2019	-483.40	0.00	-483.40
BACS	Donald Astley	Salary	Outdoor Mntce Operative: Salary	2018/2019	-283.67	0.00	-283.67
BACS	Donald Astley	Mileage and folding saw	Outdoor Mntce Operative: Expenses	2018/2019	-31.18	-2.40	-33.58
BACS	Richard Marsden	Salary	Civic Hall: Salary	2018/2019	-840.48	0.00	-840.48
BACS	Richard Marsden	Allowance	Civic Hall: Expenses	2018/2019	-15.00	0.00	-15.00
BACS	Richard Marsden	Expenses	Civic Hall: Expenses	2018/2019	-14.86	0.00	-14.86
BACS	Bob Bailey	Salary	Town Clerk: Salary	2018/2019	-614.82	0.00	-614.82
BACS	Bob Bailey	Expenses	Town Clerk: Expenses	2018/2019	-79.35	-6.29	-85.64
				<b>Sub total 2018/2019</b>	<b>-6,098.57</b>	<b>-749.85</b>	<b>-6,848.42</b>
	Lancaster City Council	Trade waste and grass collection service 2019/2020	Civic Hall: Waste & Recycling	2019/2020	-704.41	-28.78	-733.19
					<b>-6,802.98</b>	<b>-778.63</b>	<b>-7,581.61</b>

<b>Town Clerks Expenses</b>	Postage	0.00
	Telephone	-10.00
	Stationery	0.00
	Mileage expenses & parking	-9.00
		<b>-19.00</b>