



Finance and Governance Committee

Notes of informal meeting of the Finance & Governance Committee held on Wednesday 8th May 2019

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

In attendance: Bob Bailey, Town Clerk

- 19031 **Apologies:** Apologies were received from Councillor Jones
- 19032 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda. Members agreed that as the newly elected Town Council have not yet met, this meeting of the Finance & Governance Committee would be 'informal' to enable Members to hear updates on activities and discuss 'business as usual' matters only.
- 19033 **Minutes:** It was agreed that the Minutes of the Finance and Governance Committee held on 10th April 2019 were a correct record of the meeting.
- 19034 **Urgent Business:** Councillor Grisenthwaite gave an update on recent film nights and plans after the summer break from September. It was reported that Carnforth Twinning Association will be showing a French made film on Saturday 15th June.
- 19035 **Public discussion:** No members of the public were present.
- 19036 **Financial Monitoring Report:** The Town Clerk presented the monthly financial monitoring report of income and expenditure transactions and bank reconciliation as at 31st April 2019. Transactions were noted.
- 19037 **Payments list:** The Town Clerk presented Members with a schedule of payments for approval at the May meeting of the Town Council. It was explained that the list had been produced using the new Scribe accounting system.

It was noted that the schedule includes costs of catering on two recent film nights and payment to the wood carver for the 'Carnforth planter train'. The Clerk pointed out that payment to the Internal Auditor had reduced significantly from the previous year because of the improvements made by this Committee and the Town Council on financial management arrangements, internal controls and governance over the last year.

The list of payments for approval by the Town Council was noted.

- 19038 **Annual Governance and Accountability Return (AGAR): Annual Governance & Accountability Return (AGAR) 2018-2019:** The Town Clerk presented the completed AGAR part 3. It was reported that the AGAR part 3 is made up of:
- the *Annual Internal Audit Report* (page 3 of the AGAR) completed by the parish council's internal auditor;
 - *Section 1 – Annual Governance Statement* (page 4 of the AGAR)
 - *Section 2 – Accounting Statements* (page 5 of the AGAR) and;
 - *Section 3 – External Audit Report and Statement* (page 6 of the AGAR)

Members were informed that gross income for the year was £74,438 and gross expenditure of £86,827, leaving balances carried forward of £16,801.



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Members were advised that following his review of the financial accounts and statements, the internal auditor had already completed the Annual Internal Audit Report as well as submit his written report setting out the work undertaken and his findings.

It was reported that the Internal Auditor had concluded that in his opinion the Town Council *'has established all the elements necessary to provide a sound system of internal control, and these have operated effectively to provide assurance as to the accuracy of the accounts'*. The Internal Auditor also commented *'It is pleasing to note that the recommendations made following my audit of the 2017/18 accounts have been implemented and that the measures taken have clearly helped strengthen the Council's financial arrangements.'*

Members were pleased with the significant progress and improvements made over the last year and thanked the Town Clerk for the work that he had done as part of this. It was agreed that the AGAR and Internal Audit Report be presented to the Annual meeting of the Town Council for approval.

19039 **Carnforth Business Improvement District (BID)**: Councillor Gardner reported on a recent meeting held with representatives from Lancaster City Council, Lancaster Chamber of Trade and the Carnforth Business Network to discuss the practicalities, benefits and obstacles to establishing a Carnforth BID.

Lots of good advice had been provided by Lancaster City Council that was taken away for further consideration. It was clear that this would be a significant undertaking that would need a large amount of backing and support from local businesses as well as the wider community.

19040 **Update on activities:**

a) **CCTV**: Councillor Grisenthwaite outlined the discussion at a recent meeting held with a representative from Carnforth Business Network regarding the quotation for the implementation of three CCTV cameras and equipment received from Lancaster City Council in partnership with Vodafone. CBN are to consider this further at their next meeting.

The latest position will also be presented to the Town Council to discuss and agreed the next steps.

b) **Station Building**: The Town Clerk reported that he had met with a building inspector on site and had been advised that Lancaster City Council are now leading on the rebuild of the frontage of the property. Tenders are being sought for the works which should be completed by the end of August.

c) **Civic Hall – survey and options appraisal**: It was reported that JCA architects had provided a fee proposal. Contact has been made with two other architects who are not yet able to provide proposals, but these will be followed up in the coming weeks.

The updates were noted and the meeting closed at 6:30pm



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

Town Clerk

11 June 2019

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