



Finance and Governance Committee

PRESS AND PUBLIC ARE WELCOME TO ATTEND

**Summons to attend meeting on Wednesday 14th August 2019 at 5:15pm
at the Council Offices, Market Street Carnforth**

- 19068 To receive apologies for absence
- 19069 To receive declarations of interest
- 19070 To consider Minutes of the meeting on Wednesday 10th July 2019
- 19071 To consider items of urgent business
- 19072 To adjourn the meeting for a period of public discussion
- 19073 To consider Payments list (to follow)
- 19074 To consider Community Benefit Fund and other applications for funding/support:
 - a) Serenity Café: Promotional supplies and support
 - b) Gummers Howe Community Centre: Defibrillator
- 19075 To consider Town Green status – Dunkirk Avenue
- 19076 To consider any updates on Committee activities

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal line underneath.

Town Clerk

09 August 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Finance and Governance Committee

Minutes of the Finance & Governance Committee held on Wednesday 10th July 2019

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

In attendance: Bob Bailey, Town Clerk

19053 **Apologies:** There were no apologies.

19054 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19055 **Minutes of previous meeting:** Members **RESOLVED** that the Minutes of the previous meeting held on 12th June 2019 be approved.

19056 **Urgent Business:** There was a discussion about the recent instruction from Lancashire County Council that banners and planters on guardrails near roadsides be removed. It was noted that a post on social media had received numerous comments from the local community objecting to the removal of the planters. The story is also being reported in the local press.

The Town Clerk reported that as instructed he had requested and had received a very technical and detailed '*Code of Practice on the Control and Placing of items within the highway*'. The Town Development & Planning Committee have considered alternative locations for the existing planters. It was noted that should the planters be removed, and no suitable alternative found, sponsors of the planters will need to be refunded.

After some discussion it was **RESOLVED** that the matter be raised at the Town Council meeting and Lancashire County Council informed.

The Town Clerk reported that the Outdoor Maintenance Officer has now resigned. It was **RESOLVED** that the Town Council be **recommended** to fill the post at its earliest opportunity.

19057 **Public discussion:** No members of the public were present.

19058 **Payments List:** The Town Clerk presented Members with the Payments List for **recommendation** to the July meeting of the Town Council.

Members noted payments for the recent Civic Sunday and Armed Forces Day events and Society of Local Council Clerks training for the Town Clerk and Councillor Gardner.

The total amount of expenditure to be considered by the Town Council is £4,730.89 (including VAT) and it was **RESOLVED** that Town Council be recommended to approve all payments.

19059 **Quarterly Budget Monitoring:** The Town Clerk presented the budget monitoring report for the first quarter of the financial year. The report, produced automatically from the newly acquired accounting package Scribe, indicates the budget, actual and variance of receipts and payments for all cost centres.

It was acknowledged that at this early stage of the year there are no financial matters that need addressing.



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There were some comments about the format of the report and areas that could be clarified and/or simplified, but it was acknowledged that this (or similar) report will be useful in monitoring the annual budget. It was felt that the report should also show the Community Benefit Fund and Reserves allocations.

It was then **RESOLVED** that the budget monitoring report for Quarter 1 be noted and the report considered at the end of each quarter.

- 19060 **Community Benefit Fund applications:** Members considered an application received from Millhead Football Club who were requesting a grant of £1,850 to cover the cost of the supply and installation of new car park gates as part of a wider scheme to '*..provide a safe and secure place to play sport for both adult and children teams*'.

It was commented that the football club is located within Warton Parish Council, but it was acknowledged that residents of Carnforth who are connected to the football teams would also benefit. Questions were also raised around the need for confirmation that the project was supported by the Trustees of the football club and that any planning permissions had been considered.

It was then **RESOLVED** that, subject to further clarification, the Town Council be **recommended** to award £500 from the Community Benefit Fund to Millhead Football Club.

It was also reported that Members of the Finance & Governance Committee and Town Mayor had recently met with representatives from the Carnforth Sports Day Committee, who had since submitted a list of planned expenditure for the 2020 Sports Day.

There was a discussion about the Sports Day event on the town's annual calendar and the current financial position and governance arrangements of the committee. Members consider that the Carnforth Sport Day is deserving of the Town Council's support in some capacity and it was **RESOLVED** that a further meeting will be held with the Carnforth Sports Day committee with a view to a recommendation being made to the Town Council later.

- 19061 **Draft Standing Orders and Financial Regulations:** The Town Clerk introduced Members to a revised Standing Orders and Financial Regulations based on the model provided by the National Association of Local Councils (NALC).

It was acknowledged that these are not as detailed as the current documents but do adequately set out the rules for the routine conduct of Town Council and Committee meetings and business. (Standing Orders) and the regulation and control of its financial affairs and accounting procedures (Financial Regulations).

After a short discussion it was **RESOLVED** that the Town Clerk be thanked for presenting the documents and that any decision to recommend their adoption be deferred to allow more time to fully consider these important documents and the financial and governance arrangements proposed.



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- 19062 **Draft Reserves Policy:** As previously requested, the Town Clerk presented a draft Reserves Policy for consideration.

It was explained that it is a requirement of the Local Government Finance Act 1192 for public bodies to consider the '*level of reserves needed to meet estimated future expenditure when calculating the budget requirement*'.

It was acknowledged that whilst this is done in practice a formal Reserves Policy is needed to provide a means of determining the level and type of reserves required each year based on an assessment of financial risks.

It was proposed to have a *General Fund Balance* to cushion the impact of any unexpected short-term calls on the council's finances and *Earmarked Reserves* to meet known and predicated requirements or liabilities.

After some discussion, it was **RESOLVED** that the Town Council adopts and publishes the Draft Reserves Policy as presented and that this be reviewed, and the balances determined, as part of the 2020/2021 budget process.

- 19063 **Carnforth Neighbourhood Plan Funding:** The Town Clerk reported that Carnforth Neighbourhood Plan Working Group (CNPWG) had been successful in its application for the balance of the 'basic funding' for the development of a neighbourhood plan being £5,103 (net) making a total funding of £9,000.

In addition, there has been a successful application for the provision of technical support to undertake a detailed Housing Needs Assessment that will inform the developing Carnforth Neighbourhood Plan on the size and type of housing needed in the future.

The Town Clerk advised Members that the CNPWG had identified the need to formally establish a *Carnforth Local List* of non-designated heritage assets within the Carnforth neighbourhood area. It was reported that this work, does not form part of the 'basic funding' and that the CNPWG were requesting a sum of £2,000 from the Town Council for this important work to be carried out by the appointed planning consultants.

After some comments and questions, it was **RESOLVED** that the CNPWG be congratulated on securing additional funding and technical support and that the Town Council be **recommended** to fund the cost of the *Carnforth Local List* from the council's finances.

- 19064 **Land behind the Shovel Inn:** Councillor Gardner reported that he had been working with local solicitors to determine ownership of the piece of land behind the Shovel Inn. From local land searches it had been established that the land is owned by Lancashire County Council, although they do not accept this.

General options, risks and benefits of the ownership of the land being transferred to the Town Council were discussed and it was then **RESOLVED** that the matter be deferred until further enquiries had been made with Lancashire County Council.



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19065 **Honorary Freeman of the Town:** Members considered a proposal made by Councillor Gardner for a policy for the award of a 'Title of Dignity' to a person in recognition of significant contributions made to the local community. Possible recipients of such an award were suggested.

There was a general discussion about the purpose and possible alternative ways of recognising individuals' contributions to the local community.

It was then **RESOLVED** that the matter be deferred until a later date to allow further consideration and recommendations to be made.

The meeting closed at 6:40pm

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

Town Clerk

12 July 2019

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