



Finance and Governance Committee

PRESS AND PUBLIC ARE WELCOME TO ATTEND

**Summons to attend meeting on Wednesday 11th September 2019 at 5:15pm
at the Council Offices, Market Street Carnforth**

- 19077 To receive apologies for absence
- 19078 To receive declarations of interest
- 19079 To consider Minutes of the meeting on Wednesday 14th August 2019
- 19080 To consider items of urgent business
- 19081 To adjourn the meeting for a period of public discussion
- 19082 To consider compliance with [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#)
- 19083 To consider Community Benefit Fund and other applications for funding/support:
 - a) Carnforth & District Bowling Club
- 19084 To consider external audit review and 'Notice of conclusion of audit'
- 19085 To consider draft Standing Orders and Financial Regulations (previously circulated)
- 19086 To consider Payments list (to follow)
- 19087 To consider updates on Committee activities (review of Action Plan updates)

A handwritten signature in black ink, which appears to read 'Robert Barker', followed by a long horizontal line.

Town Clerk

06 September 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 14th August 2019

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

In attendance: Bob Bailey, Town Clerk

19068 **Apologies:** There were no apologies.

19069 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19070 **Minutes of previous meeting:** The Town Clerk updated Members on actions arising from the last Minutes and it was then **RESOLVED** that the Minutes of the previous meeting held on 10th July 2019 be approved.

19071 **Urgent Business:**

- a) **CCTV:** The Town Clerk reported that there had been several comments made in support of CCTV cameras being installed in the town. It was noted that Lancaster City Council have not placed a time limit on the Town Council being part of their scheme with Vodafone Limited. **ACTION:** Councillors Gardener and/or Bromilow to seek further quotations for consideration at the September meeting of the Finance & Governance Committee and subsequent recommendation to the Town Council;
- b) **Civic Hall Options appraisal:** Councillor Grisenthwaite informed Members that he was again following up two other quotations for undertaking this work. After some discussion it was **RESOLVED** that subject to no further bids being received the quotation received from John Coward Architects Limited be accepted;
- c) **Outdoor Maintenance Officer:** It was reported that there had been four good candidates for this post and that following interview Mr Terence Allum had been appointed on the existing rate of pay and terms and conditions. **ACTION:** Subject to the ratification of the Town Council, the Town Clerk to confirm the appointment and issue a contract at the earliest opportunity and the Town Mayor to send a letter of thanks to the outgoing Outdoor Maintenance Officer;
- d) **Member training & Induction:** There was a discussion about Members taking advantage of the budget set aside for Member training and it was noted that the Association of Local Council's (LALC) and Society of Local Council Clerks provide a range of useful training and development workshops and courses. It was also considered that induction training should be available to new Councillors as well as mentoring as required. **ACTION:** Members to be encouraged to undertake training as part of their development and the Town Clerk to research and develop a Member Induction Training programme for further consideration;



Finance and Governance Committee

- e) **Member conduct:** It was reported that an internal investigation into a recent incident involving the conduct of a Councillor had been concluded, a formal apology made and the matter closed.

19072 **Public discussion:** No members of the public were present.

19073 **Payments List:** The Town Clerk presented Members with the Payments List for **recommendation** to the August meeting of the Town Council.

Members attention was drawn to payments for annual subscription to the National and Lancashire Association of Local Councils; printing and distribution of the bi-monthly *Carnforth Express*; set up fee for the Corporate Multicard service; community benefit fund payment to Millhead Football Club and the annual provision of seven hanging baskets from the Carnforth Business Network.

ACTION: Payment for hanging baskets be reduced on the understanding that four not seven are provided annually.

After some questions and comments, it was **RESOLVED** that the Town Council is recommended to approve all payments, as revised, amounting to £6,862.30 (including VAT).

19074 **Community Benefit Fund:** Members considered applications that had been received from:

- a) the Serenity Café for financial support for promotional supplies and materials and;
- b) Gummers Howe Community Centre for a new defibrillator

A third application for financial support as part of a programme of works to replace the pavilion at Carnforth & District Bowling Club had just been received.

Members were informed that Carnforth Rotary had since provided Gummers Howe Community Centre with a defibrillator.

After some discussion, it was then **RESOLVED** that the application received from Carnforth & District Bowling Club be deferred until the next meeting of the committee and that the Town Council be **recommended** to award £250 from the Community Benefit Fund to the Serenity Café.

19075 **Town Green Status:** Residents have enquired about an application to register land at Dunkirk Avenue/Windermere as a town green. Members were reminded that this was first raised in early 2018 when a planning application had been submitted to develop properties in that area, although the planning application had subsequently been withdrawn.

It is understood that an application to register this piece of land had been completed at the time on the basis that it had been used for sports and recreation for a period of at least 20 years and continued to be used as such. However, no record can be found of the application being acknowledged or progressed.



Finance and Governance Committee

ACTION: Councillor Gardner and Town Clerk to consult with Lancashire County Council on the original application and, if necessary, complete and submit a new application for the land at Dunkirk Avenue/Windermere Road to be registered as a Town Green in accordance with the Commons Act 2006 (as amended by the Growth & Infrastructure Act 2013).

- 19076 **Committee updates & activities:** Councillor Branyan (Asset Management Committee Chair) and the Town Clerk provided an update on actions arising from the recent Asset Management Committee meeting.

These included a complete review of the Council's register of assets, the total of which forms part of the Annual Governance and Accountability Return. The review will be carried out on 29th August with the support of Councillor Watson.

Members were also informed that the Asset Management Committee had supported the Civic Hall Manager investigating opportunities for suitable training and equipment to enable portable appliances to be tested in-house. It was reported that the discussion had expanded into consideration of the risks and benefits of the Town Council providing a portable appliance testing (PAT) service to generate income and that further research be undertaken.

Members of the Finance and Governance Committee fully supported the review of the asset register, noting that this was the only recommendation of the internal auditor that had not yet been implemented. In relation, to the testing of portable appliances Members had reservations about the Town Council offering such a service commercially but supported the suggestion that the Civic Hall Manager be trained and provided with equipment to carry out testing on the Town Council's appliances. **ACTION:** That the Asset Management Committee notes the comments of the Finance and Governance Committee in relation to portable appliance testing.

The meeting closed at 6:35pm

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

Town Clerk

16 August 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006; Email: clerk@carnforthtowncouncil.org



CARNFORTH TOWN COUNCIL

COMMUNITY BENEFIT FUND APPLICATION FORM

Reference Number: _____ <small>Office use only</small>		Date of Submission: 14.08.19	
Project title		Replacement of Bowling Pavilion	
Name of applying group		Carnforth & District Bowling Club	
Name of contact person and postal address		Mrs. Joyce Cooke, Secretary, Rose Cottage, Shaw Lane, Nether Kellet, Carnforth. Postcode: LA6 1HA	
Email Address		amemad3224@gmail.com	
Phone Number/s		01524733040 07779444919	
Charity/ Company No <small>(if applicable)</small>		C.A.S.C. Reg. No. 00604	
Does your group have its own bank account? Yes / <small>(Delete where applicable)</small> <small>(This cannot be an individual's account.)</small>			
If 'No' to the above, give the name of the group or organisation, that has agreed to administer the money for you – please provide their full contact details.			
What does your group/organisation do?		We are a Crown Green Bowling Club who has 11 competitive teams in local leagues, including the South West Seniors, Lancaster and Morecambe Veterans, Lancaster League, Morecambe League, Ladies League and the Lune Valley floodlit league. We have children from Our Lady of Lourdes and Carnforth High School using the green in summer to learn to play bowls. Carnforth High School had a bowling competition this year as part of their summer sports day.	



CARNFORTH TOWN COUNCIL COMMUNITY BENEFIT FUND APPLICATION FORM

What is the total cost of the project?	Total cost of project = £26,000.00. (approx)
How much are you asking for?	Total amount requested = Any contribution would be helpful. With grants received/promised we are around £7,000.00 short for commencing our project. We do have reserves but the £7,000.00 would leave us too low for comfort, particularly with the maintenance required on the green and machinery over the coming winter months.
Have you previously applied for a Community Benefit Fund Grant? (If yes, please provide dates and indicate whether the application was successful)	No

How do you know there is a need for this project? Describe the evidence you have and the source (e.g. survey, consultations, statistical data etc.)	Our present pavilion is in a very dilapidated state. There are no disabled toilet facilities and water is pouring into the building above the windows. Photographs of the problems have been provided in my original email.																		
What will the grant be used for? (please provide an itemised breakdown of how the money will be spent on a separate sheet if necessary)	Itemised & detailed breakdown: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="text-align: left;">Activity / Service Description:</th> <th style="text-align: right;">Amount £:</th> </tr> <tr> <td>Demolishing and removing old building</td> <td style="text-align: right;">2,060.00</td> </tr> <tr> <td>Preparing a new concrete base</td> <td style="text-align: right;">2,250.00</td> </tr> <tr> <td>Pine building from Oakencloough</td> <td style="text-align: right;">17,146.00</td> </tr> <tr> <td>Plumbing of kitchen and toilets</td> <td style="text-align: right;">2,150.00</td> </tr> <tr> <td>Electrical work</td> <td style="text-align: right;">2,400.00</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Activity / Service Description:	Amount £:	Demolishing and removing old building	2,060.00	Preparing a new concrete base	2,250.00	Pine building from Oakencloough	17,146.00	Plumbing of kitchen and toilets	2,150.00	Electrical work	2,400.00						
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If you have applied for other grants for this work, tell us: <ul style="list-style-type: none"> how much; where from; if the grant has been awarded 	Other funds applied for/ secured (including amount): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="text-align: left;">Funding source</th> <th style="text-align: right;">Amount £</th> <th style="text-align: left;">Status</th> </tr> <tr> <td>(e.g. Lottery) Harold & Alice Bridges Trust</td> <td style="text-align: right;">£2,000.00</td> <td>confirmed</td> </tr> <tr> <td>Furness Building Society</td> <td style="text-align: right;">£150.00</td> <td>Confirmed</td> </tr> <tr> <td>Galbraith Trust</td> <td style="text-align: right;">£1000.00</td> <td>Confirmed</td> </tr> <tr> <td>British Crown Green Bowling Association</td> <td style="text-align: right;">£250.00</td> <td>Confirmed</td> </tr> <tr> <td>Walney Island Wind Farm</td> <td style="text-align: right;">£5,000.00</td> <td>Awaiting paperwork</td> </tr> </table>	Funding source	Amount £	Status	(e.g. Lottery) Harold & Alice Bridges Trust	£2,000.00	confirmed	Furness Building Society	£150.00	Confirmed	Galbraith Trust	£1000.00	Confirmed	British Crown Green Bowling Association	£250.00	Confirmed	Walney Island Wind Farm	£5,000.00	Awaiting paperwork
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CARNFORTH TOWN COUNCIL

COMMUNITY BENEFIT FUND APPLICATION FORM

			prior to confirmation.
	Sport England	£10,000.00	Awaiting paperwork.
Tell us about your project <ul style="list-style-type: none"> This should describe what you want to do with the money; Planned timescales and start date of project; Who the project will benefit and what age groups; How it will meet one or more priority outcomes; Location – where will your project be based 	<p>We wish to replace our dilapidated pavilion which is an old second hand workman's hut obtained from the Power Station in the 1980's. This is in a very poor state with rotting woodwork and water pouring in through the windows. We have no disabled toilet facilities.</p> <p>We have around 70 Club members including many who are retired, and a few junior members who will be the future of our Club.</p>		

Partnership working What other partners are involved in the project and what are their contributions (e.g. monetary or 'in kind'?)	None
Equality of access How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have full access to the activity/service?	<p>The following is an excerpt from the Constitution of the Club:</p> <p>1b) Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of bowling. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.</p>
Exit Strategy/ sustainability How will your project provide lasting benefit to the local area or group? If applicable how do you plan to sustain your project?	<p>The bowling green provides healthy exercise and social inter-action to our Members, many of whom are elderly and some being disabled.</p> <p>In 2016 we were granted a 99 year lease on the premises. The area is kept in very good condition by Members of the Club, being let down only by the pavilion.</p>



CARNFORTH TOWN COUNCIL COMMUNITY BENEFIT FUND APPLICATION FORM

Monitoring & evaluation

After the project is completed we will need you to complete an evaluation form which will request the following information:

- evidence of delivery of the work
- numbers of people benefiting
- assessment of impact
- receipts where appropriate
- photos where appropriate – visual evidence

Signature of applicant

Joyce Cooke

Town Councillor supporting your application (Emails confirming councillor support will be accepted)

Name of Councillor: _____

Ward: _____

Signature: _____

Date: _____

Mr Robert Bailey
Carnforth Town Council
28 Wilson Grove
Heysham
Morecambe
LA3 2PQ

Our ref LA0042
SAAA SB01699
ref
Email sba@pkf-littlejohn.com

03 September 2019

Dear Mr Bailey

Carnforth Town Council
Completion of the limited assurance review for the year ended 31 March 2019

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Carnforth Town Council for the year ended 31 March 2019. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note if applicable. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to

send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference LA0042 or Carnforth Town Council as a reference when paying by BACS.

Timetable for 2019/20

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 29 June 2020.

It is anticipated that the instructions will be sent out during March 2020 in line with current practice, subject to arrangements for the 2019/20 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2020, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2020; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2020.


If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2018/19

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction_survey_2018-19.docx

Yours sincerely



PKF Littlejohn LLP

Carnforth Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Carnforth Town Council for the year ended 31 March 2019 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Carnforth Town Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p> <p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) _____</p> <p>Date of announcement: (e) _____</p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Mr Robert Bailey
Carnforth Town Council
28 Wilson Grove
Heysham
Morecambe
LA3 2PQ

Our ref LA0042
SAAA ref SB01699
Invoice no: SB20191494
VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

03 September 2019

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2019	£300.00
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Additional charges (where applicable) as detailed on attached appendix A	£0.00
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Additional fees (where applicable) as detailed by separate cover	£0.00
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TOTAL NET	£300.00
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VAT @ 20%	£60.00
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TOTAL PAYABLE	£360.00
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PAYMENT IS DUE ON RECEIPT OF INVOICE

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc Sort Code: 40-02-31

Account number: 11070797

Account Name: PKF Littlejohn LLP

Please include LA0042 or Carnforth Town Council as the reference.

For account queries, contact creditcontrol@pkf-littlejohn.com.

Mr Robert Bailey
Carnforth Town Council
28 Wilson Grove
Heysham
Morecambe
LA3 2PQ

Our ref LA0042
SAAA ref SB01699
Invoice no: SB20191494

VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

03 September 2019

REMITTANCE ADVICE

Professional services rendered in connection with the following:

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HSBC Bank plc Sort Code: 40-02-31

Account number: 11070797

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Please include LA0042 or Carnforth Town Council as the reference.

For account queries, contact creditcontrol@pkf-littlejohn.com.

Section 3 – External Auditor Report and Certificate 2018/19

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 2019; 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 2018/19

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 should ensure that it has regard to the level of reserves held when considering future precept requests.

3 External auditor certificate 2018/19

We 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 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

30/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)