



## Asset Management Committee

**Minutes of the meeting held on 1<sup>st</sup> October 2019  
at 5:00pm at the Council Offices, Market Street, Carnforth**

**Present:** Councillors Armstrong; Branyan; Bromilow Parker and Watson  
**In attendance:** Bob Bailey, Town Clerk; Rik Marsden, Civic Hall Manager; Terry Allum  
Outdoor Maintenance Operative

19034 **Apologies:** There were no apologies

19035 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19036 **Minutes:** It was **RESOLVED** that notes of the meeting held on 6<sup>th</sup> August 2019 be approved.

19037 **Urgent Business:** Cllr Watson reported on the work carried out to review the Town Council's assets. A new and up-to-date list has been drawn up, equipment labelled and, where appropriate, photographed. The next step is to value the assets. It was acknowledged that this would not be an easy task given the age of a lot of the assets and the absence of detailed purchase information in some cases. It was noted that assets like the War Memorial could not be valued and will, instead, be recorded as a 'community asset' with a nominal value of £1.  
**ACTION:** Cllr Walton and the Town Clerk to arrange for the Town Council's assets to be valued.

Having created a spreadsheet to record assets, the Town Clerk reported that a recent upgrade to the accounting system, *Scribe*, allows for assets to be recorded with the total value of all assets being automatically included in the Annual Governance & Accountability Return (AGAR). **ACTION:** Up to date details on the description and whereabouts of all assets, together with their estimated value and life to be input into *Scribe*.

After some comments and questions, it was **RESOLVED** that the latest position on the review of the Town Council's assets be noted and that those involved in carrying out the review be thanked for their efforts.

19038 **Adjourn for public discussion:** No members of the press or public were present at the meeting

19039 **Outdoor Maintenance:** Members were informed by the Outdoor Maintenance Operative that he had now settled into the job and was beginning to get known in the local community. In addition to the 'routine work' he has also recently mowed the land at the corner of North Road, ready for the Cllr Pat Wooff memorial stone being placed in situ. Members acknowledged that if this area is now to be regularly maintained by the Outdoor Maintenance Operative, it may be necessary to purchase a mower.

There was a discussion about what tools and equipment are needed to carry out the job and the reported that he had identified a 5ft x 7ft metal gardening store/shed that could be located at the Civic Hall for storage and safe keeping of tools and equipment. **ACTION:** Town Clerk to arrange for the purchase of the metal store and Outdoor Maintenance Operative to install it on a suitable base.



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Cllr Parker reported that following a variety of fundraising events a group of residents wish to donate a bench to be located at the War Memorial in memory of a local man who tragically died of motor neurone disease. It has been acknowledged that this would require the removal of an existing bench. After some discussion it was **RESOLVED** that arrangements be made for a new bench to be placed at the War Memorial Gardens and that the bench to be displaced be relocated to a suitable position near the Aldi store.

- 19040 **Carnforth Civic Hall:** The Civic Hall Manger updated Members on the following matters:
- a) No further action is being taken on obtaining quotations to replace the hall floor with carpet tiles until after the options/conditions survey has been completed and considered by the Town Council;
  - b) Following the Chairs urgent approval, it had been necessary to call out tank specialists to deal with a significant leak from the oil tank. The Civic Hall Manger considers that this tank will need replacing in a few years;
  - c) The oil heating boiler had also become faulty and required a minor repair to the sensor to enable it to 'fire up';
  - d) The options/conditions surveys and plan drawings project are now underway.
- 19041 **Carnforth Council Offices:** The Town Clerk reported that he had not yet taken any action to seek quotations to redecorate and carpet the Council offices. Given the increase in events and notices by/from the Town Council, approval was given for the purchase of an office laminator.
- 19042 **Committee Updates:** Members noted updates and progress on the Committees actions and no intervention was required.
- 19043 **Date of next meeting:** The next meeting of the Asset Management Committee will be Tuesday 3<sup>rd</sup> December 2019
- 19044 **The meeting closed at 6:20pm**



# Town Development & Planning Committee

## Draft Minutes of the meeting held on Monday 7<sup>th</sup> October 2019 at 5:00pm at Council Offices, Market Street Carnforth

**Present:** Councillors Watkins (Chair); Bromilow, Holbrook and Parker

**In attendance:** Bob Bailey, Town Clerk; one resident

19054 **Apologies:** Apologies were received from Cllrs Smith and Watson

19055 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensations.

19056 **Urgent Business:** There were no items of urgent business

19057 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 2<sup>nd</sup> September 2019 be approved.

19058 **Adjourn for public discussion:** No members of the public were present

19059 **Planning Applications & Policy Matters:** The Town Clerk reported that the Town Council's response to the Local Plan Main Modifications consultation had been submitted. Cllrs Grisenthwaite and Smith were thanked for their comments and support in putting the response together.

19060 **Options to improve/enhance the town:** Members considered the following matters:

- 1) **Making Spaces Fund:** The Town Clerk reported that positive initial responses had been received from Lancaster City Council on the expressions of interest submitted in respect of Alexandra Park and Crag Bank Play Area. Having followed these up in more detail, Members were informed that only a small amount of money was required to help maintain Alexandra Park and it was **recommended** that the Town Council determine annual funds to support the resident(s) maintaining this area.

Regarding the Crag Bank Play Area, Lancaster City Council advised that a consultation to evidence the need for improvements would be required and they have offered their support in undertaking this work. They also sought confirmation that a community group would be established to seek funding and take forward any subsequent project. They have since been informed that Cllr Watson is acting as the Town Council's lead on this matter and is currently liaising with residents to establish such a group. **ACTION:** Cllr Watson to periodically report on progress.

- 2) **Community Volunteer Scheme:** Following representation at the last Town Council meeting, Members were informed that the Town Mayor and Town Clerk would be meeting with a representative from Our Lancashire with a view to establishing a local group of *Community Champion Volunteers*.
- 3) **Carnforth Expo:** Following the success of the North Lancs Expo, Cllr Watkins suggested that consideration be given to holding an expo in Carnforth. Members were generally of the view that any such event would need extensive organisation and should be led by Carnforth Business Network. **ACTION:** Cllr Watkins to raise the idea with Carnforth Business Network and report back;



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- 4) **Christmas decorations competition:** After some discussion, Members agreed that this year the Town Council would not run a Christmas decorations competition

19061 **Public Realm matters:** Members considered the following matters:

- 1) **War Memorial/Aldi bench:** Members were advised that a new bench is to be donated by a community group at the War Memorial and that the one it replaces will be positioned adjacent to the Aldi store;
- 2) **Planters & street furniture:** Cllr Watkins suggested further places for repositioning planters that had been recently removed from guardrails and for built/purchased floor planters. There was a discussion about managing the additional work that these proposals might present for the Outdoor Maintenance Operative.

Members were also reminded that the planned meeting with Lancashire County Council to discuss planters on guardrails around the town had not yet taken place. **ACTION:** Members to consider suitable positions for floor planters and Cllrs Watkins and Gardener to liaise with a view to meeting being held with Lancashire County Council.

- 3) **Milestones:** The Town Clerk reported that a resident had made an offer to repaint milestones by roadsides around the town '*as a reminder of a bygone age when the only form of travel was by coach and horses*'. **ACTION:** Resident to be thanked for the offer made and that the permission of Lancashire County Council be sought for this to be carried out.

19062 **Updates on activities:** Members considered updates on ongoing actions and activities including:

- 1) **North Lancashire Expo:** Members discussed the success of the joint stall with the Carnforth Business Network at the recent expo, which had been a great opportunity to network with businesses and promote the town to both businesses and consumers;
- 2) **Neighbourhood plan and community engagement:** Cllr Watkins reported on the relative success of the drop-in consultation event on 30<sup>th</sup> September. Around 20 people had attended the two sessions. There were no objections to the draft vision and objectives and policy themes.

Residents had several general comments about issues impacting on the town and which, in their opinion, needed to be addressed for its long-term future, including:

- tackling traffic management and improving air quality;
- parking problems;
- need to improve facilities for young people;
- the need for affordable houses.

Members were informed that the first draft of the Housing Needs Assessment had been received and is being considered by the Neighbourhood Plan Group.



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The Group have also been granted technical support for Design Codes work and there had been an initial discussion on the scope of the work to be undertaken – this is currently being worked up;

- 3) **Remembrance Day:** Members considered an update on plans and activities for this year's event which are advanced.

Members were advised that with the support of Lancashire Constabulary and the Carnforth Carnival Committee a revised application, plan and risk assessment had been made to Lancaster City Council.

To date there had been a disappointing response to the Town Council's invitation to attend the Service and Reception. **ACTION:** Town Clerk to chase up invitation returns and confirm other arrangements as required

- 4) **Other updates:** Cllr Gristenthwaite had issued discussion papers on VE 75 in 2020 and suggestions for the Town Council's role in the developing Eden project.

Cllr Watson is considering the best approach for highlighting and addressing the concerns raised by a resident regarding the speed of vehicles on Warton Road and other potential areas where speeding is an issue.

Actions on other matters were progressing well or had been completed.

It was **RESOLVED** that the updates be noted, and the meeting closed at 6:25pm

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

**Town Clerk**

**11 October 2019**

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# Finance and Governance Committee

## Minutes of the Finance & Governance Committee held on Wednesday 9<sup>th</sup> October 2019

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

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

19088 **Apologies:** Apologies were received from Cllr Branyon

19089 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19090 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 11<sup>th</sup> September 2019 be approved.

19091 **Urgent Business:** There was a discussion on plans to make further enquiries regarding Crag Bank Civil Hall. Members recommended that this agenda item be exempt in accordance with Section 100A(4) of the Local Government Act 1972.

19092 **Public discussion:** No members of the public were present.

19093 **Community Benefit Fund:** Members considered the additional information that had been provided by Carnforth & District Bowling Club. Consideration was also given to a proposal to 'match fund' monies awarded by Carnforth Rotary to provide a defibrillator and cabinet at Gummers Howe Community Centre.

After some discussion, it was **RESOLVED** that the Town Council be recommended to award the sum of £500 to Carnforth & District Bowling Club as a contribution towards the cost of replacing the pavilion and a further £500 towards the cost of a defibrillator and cabinet at Gummers Howe Community Centre.

There followed a discussion on the value of awards in the current and previous years; the Community Benefit Fund balances and arrangements to ensure that recognition of such funding is provided, where possible, through the installation of a plaque. Members were informed that the annual donation from the funders of the Community Benefit Fund had not yet been received. **ACTION:** Cllr Jones to be appointed as the Town Council's lead Member for the management of the Community Benefit Fund.

19094 **Payments List:** The Town Clerk presented Members with the Payments List for October. Members noted that there had been an emergency call out to repair the oil tank and boiler at the Civic Hall and that a second payment was due for the professional services provided by the planning consultants for the developing Neighbourhood Plan – which would be paid from the government grant previously awarded.

As requested, the Town Clerk presented a report on the income expenditure on the drinks machine at the Civic Hall, which is currently running at a loss. There followed a discussion on whether this could be improved. **ACTION:** Finance & Governance Committee to continue to monitor the position until the end of the financial year.



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It was then **RESOLVED** that the Town Council be recommended to approve all payments on the list.

- 19095 **2020/2021 Budget planning:** Cllr Gardner reported that he had asked all Members to submit ideas/plans for inclusion in the 2020/21 budget by 31<sup>st</sup> October. This is with a view to these being considered at the November meeting of this committee so that a draft budget for 2020/21 can be presented to Town Council in December and adopted and the precept determined at the budget meeting in January 2020.

There followed a general discussion on the success of the approach taken last year when determining the following years budget and precept. **ACTION:** That Cllr Gardner and the Town Clerk coordinate Member responses for consideration at the November meeting of the Finance & Governance Committee

- 19096 **Carnforth Civic Hall Options appraisal:** Members were informed that the survey is well underway, the full details of which will also help to inform the 2020/21 budget and formulate ideas on the future use of the building and its ongoing planned maintenance.
- 19097 **Standing Orders and Financial Regulations:** Members briefly discussed the draft documents, noting that, whilst based on a 'model template', are quite different to the existing ones. **ACTION:** A working group of the Finance and Governance Committee to be set up with a view to presenting revised standing orders and financial regulations to the Town Council by the end of the municipal year.
- 19098 **Committee updates & activities:** Members reviewed the tasks and activities on the *Action Plan* relating to this committee providing updates on progress and any issues that needed to be addressed including:
- a) **CCTV:** Cllr Gardner reported that he had not yet been able to secure a second quotation for the provision of CCTV. Members then again discussed the merits and cost of the scheme that had been originally offered by Lancaster City Council and Vodafone and the subsequent discussions that had been held with the Carnforth Business Network. Members were reminded that the system run by the City Council has the full backing of the Police and is guaranteed to develop as technology improves. Following consultation with the general public the responses received had also been overwhelmingly in favour of CCTV cameras being installed in the town. **ACTION:** Cllr Grisenthwaite to attend a further meeting of the Carnforth Business Network to establish the extent to which they are willing to support the scheme;
  - b) **Accessibility Regulations 2018:** The Town Clerk reported that compliance with these regulations needs to be recorded and set out in a statement indicating what, if any, action the Town Council will take to ensure that its website meets the detailed requirements.



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Members were informed that given the significant implications of these regulation on large numbers of parish/town council's the National Association of Local Council's is seeking to secure 'bulk deals' to help ensure compliance. **ACTION:** Cllr Brryan to take a lead on publishing a statement setting out the actions (if any) that the Town Council will take to ensure that its website complies with the Accessibility Regulations 2018.

- c) **Bus Shelters:** Members discussed taking plans forward to provide bus shelters on Back Lane and opposite the Keerford View retirement homes.

**ACTION:** Cllrs Gardner and Bromilow to lead on the provision of these shelters before the end of the year.

- d) **Other matters:** Members agreed that actions to establish Honorary Freeman in the town and to pursue ownership of the land at the back of the Shovel Inn be withdrawn, although it will first be established whether the Mourholme History Society have any interest in it.

**The meeting closed at 6:30pm**

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

**Town Clerk**

**12 October 2019**

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