



Finance and Governance Committee

PRESS AND PUBLIC ARE WELCOME TO ATTEND

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

- 19108 To receive apologies for absence
- 19109 To receive declarations of interest
- 19110 To consider Minutes of the meeting on Wednesday 13th November 2019
- 19111 To consider items of urgent business
- 19112 To adjourn the meeting for a period of public discussion
- 19113 To consider Film Night update
- 19114 To consider Payments list (to follow)
- 19115 Exempt Agenda item: To consider update on Carnforth Civic Hall survey (See Briefing Note)
- 19116 To consider budget planning 2020/2021 (papers to follow)

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.

Town Clerk

06 December 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 13th November 2019

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

In attendance: Bob Bailey, Town Clerk

19099 **Apologies:** There were no apologies

19100 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19101 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 9th October be approved.

19102 **Urgent Business:** Councillor Parker raised a request for funding towards the cost of refurbishing/replacing the planters maintained by Carnforth & District Twinning Association which are in a poor state. After some discussion, it was **RESOLVED** that the Carnforth & District Twinning Association be asked to complete and return a Community Benefit Fund application form for consideration.

Cllr Grisenthwaite informed Councillors that he had a matter of urgent business to be discussed as an exempt item in accordance with Section 100A(4) of the Local Government Act 1972. Members agreed to discuss that matter at the end of the meeting.

19103 **Public discussion:** No members of the public were present.

19104 **Payments List:** The Town Clerk presented Members with the Payments List for recommendation to the November meeting of the Town Council. Members commented on the payment due to Lancaster City Council for the contested Carnforth Ward and the uncontested Crag Bank Ward elections in May. There followed a discussion about the use of the Carnforth Civic Hall for the General Election.

Members also noted a further payment to the planning consultants in relation to the developing Carnforth Neighbourhood Plan, specifically the production of a local list for Carnforth. Members were reminded that the Town Council had agreed to fund this work from existing balances.

Questions were raised about the £100 to be awarded to Alexandra Park being supported by an invoice and/or an application for the funding and clarity over the references to '*Repairs and Maintenance*' relating to outdoor maintenance and the Civic Hall.

It was then **recommended** that the Town Council approves the payments at its November meeting.



Finance and Governance Committee

There followed a discussion about making donations to the Carnforth Carnival Committee and the Salvation Army in recognition of their contribution to Remembrance Sunday. It was **RESOLVED** that these be considered further at the Town Council meeting and be awarded in accordance with Section 137 of the Local Government Act 1972.

19105 **2020/2021 Budget planning:** Cllr Gardner thanked Members and committees for submitting suggestions for inclusion in the 2020/21 budget. He reported that there had not yet been an opportunity to draw together a draft budget for consideration at the meeting. After some discussion, it was **RESOLVED** that the Town Clerk issue copies of the previous year's budget together with a list of proposals for 2020/2021 for consideration at the December meeting of the committee.

19106 **Crag Bank Village Hall:** Councillor Watson reported on a recent meeting at Oldfield Solicitors regarding the management structure, title and governance at Crag Bank Village Hall. Information provided, including the title deeds on the property, suggests that the governing body of the hall should be made up of 15 committee members/trustees. Two solicitors are currently trustees of the building, although it does not appear that a committee currently exists.

After much discussion around the legal position of the trust document it was **RESOLVED** that further detailed enquiries be made, including a meeting with the person currently running the Village Hall, for reporting back to the Finance and Governance Committee.

19107 **Carnforth Civic Hall:** It was reported that the surveys at the Civic Hall has been completed, although the written final survey of the whole building has yet to be received. Cllr Watson is seeking quotations to have the building valued.

The Town Clerk left the meeting at 6:25pm

19108 **Exempt item:** Section 100A(4) was passed whereby the Press and Public were excluded from the meeting. The matter relating to the Town Clerk's working hours was explained by Councillor Grisenthwaite. Following discussion, it was **RESOLVED** that the Committee would make an exempt item recommendation to full Town Council.

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



Finance and Governance Committee

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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

Carnforth Town Council Asset Management Committee

Meeting 3 December 2019

Briefing Note: Carnforth Civic Hall Appraisal

Members of the Committee will now have had the opportunity to study the revised report on the Civic Hall from John Coward, Architects of Cartmel.

The original brief to the architect was to:

- 1 survey the current state of the Hall to produce a planned maintenance schedule;
- 2 provide a range of options to enable the Town Council to consider how best to improve and enhance the flexibility of the Hall cost effectively;
- 3 suggest if a move to another site would provide a more viable alternative to undertaking alterations to the existing Hall.

The architect's report together with the heating engineer's report have addressed all of the elements of the original tender specification and provided the Town Council with some difficult decision making. The financial implications of the report(s) in their entirety are beyond the meagre resources of the Town Council alone. It is therefore important that the Asset Management Committee consider the best approach to tackle both the maintenance of the present Hall and also the possible improvement to or replacement of the Hall.

The costings provided by the architect suggest that repairs to the fabric of the Hall over the next 5 years will cost **c.£18,000 in total**. In addition, it appears that the oil-fired central heating boiler and radiators will need replacement within the next three years at a cost of **c.£45,000**.

Should the Town Council decide to improve the Hall in line with one of the two options suggested by the architect, this will add **a further £199,000 to £221,000** to the overall bill. A move to another site on the other hand cannot be costed at present given that (a) we don't know how much another site would cost, (b) we have no knowledge of building costs for a new hall and (c) we have no up-to-date valuation of the current hall.

Suggested Next Steps

Regardless of whether the Town Council decides to proceed with enhancing the facilities at the Civic Hall, as its primary asset it has an obligation to ensure that the building is maintained in a good state of repair. For that reason, the Asset Management Committee should recommend that the planned maintenance schedule in the report is given priority and that steps are taken to budget for the programme of repairs over the next three to five years. **Total cost c.£18,000.**

With regard to the replacement of the Central heating system (**c.£45,000**), this should be the subject of an external funding bid and could be included in any larger bid for funding should the Town Council decide to accept either Option 1 or 2 to improve the Hall.

Work is on-going to identify external funding sources, including the Lottery, and an application or applications will be brought before the Town Council in due course.

Jim Grisenthwaite

2 December 2019

Carnforth Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration				1,970.00	2,341.98	-372	-372
Allowances				2,400.00	900.00	1,500	1,500
Bank		127.14	127		131.18	-131	-4
Capital Expenditure				6,100.00		6,100	6,100
Carnforth Neighbourhood Plan		5,103.00	5,103		4,031.14	-4,031	1,072
Civic Hall	16,500.00	6,209.89	-10,290	12,365.00	4,843.42	7,522	-2,769
Committees		25.00	25	6,500.00	3,908.20	2,592	2,617
Community Benefit Fund		3,390.39	3,390		1,900.00	-1,900	1,490
Council Office				1,000.00		1,000	1,000
Environment	250.00		-250	2,000.00	487.75	1,512	1,262
Events	1,525.00	1,505.50	-20	7,700.00	4,062.76	3,637	3,618
Expenses				1,580.00	1,000.80	579	579
ICT				2,295.00	525.26	1,770	1,770
Newsletter	500.00	42.00	-458	4,300.00	2,350.00	1,950	1,492
Other income	625.00	734.25	109		72.00	-72	37
PAYE				5,000.00	3,996.77	1,003	1,003
Precept	78,198.00	78,198.00					
Professional Fees & Services				1,100.00	1,143.54	-44	-44
Projects				3,900.00	750.00	3,150	3,150
Salaries				31,758.00	14,095.19	17,663	17,663
Training				1,500.00	270.18	1,230	1,230
Value Added Tax		3,149.26	3,149				3,149
War Memorial Gardens				2,800.00	1,250.94	1,549	1,549
NET TOTAL	97,598.00	98,484.43	886	94,268.00	48,061.11	46,207	47,093

Total for ALL Cost Centres	98,484.43	48,061.11
V.A.T.	138.45	3,006.29
GROSS TOTAL	98,622.88	51,067.40

Carnforth Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

6 December 2019 (2019 - 2020)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Insurance				1,250.00	1,286.13	-36	-36
45	Postage				100.00	75.27	25	25
46	Telephone				120.00	40.00	80	80
47	Printing				400.00	925.39	-525	-525
48	Stationery				100.00	15.19	85	85
SUB TOTAL					1,970.00	2,341.98	-372	-372

Allowances

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Members				1,500.00		1,500	1,500
30	Mayor				900.00	900.00		
SUB TOTAL					2,400.00	900.00	1,500	1,500

Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Service Charge					128.00	-128	-128
71	Bank Interest		127.14	127		3.18	-3	124
SUB TOTAL			127.14	127		131.18	-131	-4

Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Allotments				2,100.00		2,100	2,100
13	Bus Shelters				4,000.00		4,000	4,000
14	Speed Indicator Device							
SUB TOTAL					6,100.00		6,100	6,100

Carnforth Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Neighbourhood Plan Development		5,103.00	5,103		4,031.14	-4,031	1,072
67	Housing Needs Assessment							
SUB TOTAL			5,103.00	5,103		4,031.14	-4,031	1,072

Carnforth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

6 December 2019 (2019 - 2020)

Civic Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Electricity				820.00	140.88	679	679
2	Heating Oil				3,750.00	495.00	3,255	3,255
3	Water rates				1,200.00	1,055.37	145	145
4	Cleaning				1,575.00	487.37	1,088	1,088
5	Repairs & Maintenance				1,500.00	1,579.60	-80	-80
6	Waste & Recycling				1,000.00	686.19	314	314
7	Drinks Machine	500.00	162.00	-338	520.00	399.01	121	-217
52	Hire	15,000.00	6,047.89	-8,952				-8,952
53	Civic Hall Manager's Flat	1,000.00		-1,000				-1,000
63	Capital Expenditure				2,000.00		2,000	2,000
SUB TOTAL		16,500.00	6,209.89	-10,290	12,365.00	4,843.42	7,522	-2,769

Committees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Assets				3,500.00	2,520.92	979	979
16	Town Development & Planning		25.00	25	3,000.00	1,387.28	1,613	1,638
SUB TOTAL			25.00	25	6,500.00	3,908.20	2,592	2,617

Community Benefit Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74	Grants Paid					1,900.00	-1,900	-1,900
76	Grants Received		3,390.39	3,390				3,390
SUB TOTAL			3,390.39	3,390		1,900.00	-1,900	1,490

Council Office

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
64	Capital Expenditure				1,000.00		1,000	1,000
SUB TOTAL					1,000.00		1,000	1,000

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Local Delivery Scheme	250.00		-250				-250
61	Grounds Maintenance				2,000.00	487.75	1,512	1,512

Carnforth Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

6 December 2019 (2019 - 2020)

SUB TOTAL	250.00	-250	2,000.00	487.75	1,512	1,262
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Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32 Remembrance Day		20.00	20	2,000.00	1,090.00	910	930
33 Film Night	1,500.00	1,455.50	-45	1,500.00	1,198.14	302	257
34 Twinning Association				200.00		200	200
35 By-election				4,000.00	933.50	3,067	3,067
56 Heritage Walk	25.00	30.00	5				5
68 Civic Sunday					565.00	-565	-565
69 Armed Forces Day					171.12	-171	-171
73 Carnforth In Bloom					80.00	-80	-80
75 Christmas Competition					25.00	-25	-25
SUB TOTAL	1,525.00	1,505.50	-20	7,700.00	4,062.76	3,637	3,618

Expenses

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20 Civic Hall Manager				180.00	223.75	-44	-44
21 Town Clerk				150.00	170.00	-20	-20
22 Outdoor Maintenance Officer				750.00	557.72	192	192
28 Members				200.00	49.33	151	151
31 Mayor				300.00		300	300
SUB TOTAL				1,580.00	1,000.80	579	579

ICT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36 Broadband				625.00	364.64	260	260
37 Hardware				250.00	66.66	183	183
38 Domain & Web-hosting				120.00	93.96	26	26
39 Software				1,300.00		1,300	1,300
SUB TOTAL				2,295.00	525.26	1,770	1,770

Newsletter

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49 Printing				2,500.00	1,450.00	1,050	1,050
50 Distribution				1,800.00	900.00	900	900
54 Advertising	500.00	42.00	-458				-458
SUB TOTAL	500.00	42.00	-458	4,300.00	2,350.00	1,950	1,492

Carnforth Town Council
Summary of Receipts and Payments

6 December 2019 (2019 - 2020)

All Cost Centres and Codes

Other income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Sponsorship	600.00	734.25	134		72.00	-72	62
57	Bank Interest	25.00		-25				-25
SUB TOTAL		625.00	734.25	109		72.00	-72	37

PAYE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	PAYE				5,000.00	3,996.77	1,003	1,003
SUB TOTAL					5,000.00	3,996.77	1,003	1,003

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Precept	78,198.00	78,198.00					
SUB TOTAL		78,198.00	78,198.00					

Professional Fees & Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Legal Fees				250.00	25.00	225	225
41	Internal Audit				300.00	120.00	180	180
42	External Audit				300.00	300.00		
44	LALC Subscriptions				250.00	698.54	-449	-449
SUB TOTAL					1,100.00	1,143.54	-44	-44

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Civic Hall Feasibility Study				3,900.00	750.00	3,150	3,150
SUB TOTAL					3,900.00	750.00	3,150	3,150

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Civic Hall Manager				15,000.00	6,333.30	8,667	8,667
18	Town Clerk				12,500.00	5,876.01	6,624	6,624
19	Outdoor Maintenance Officer				4,258.00	1,885.88	2,372	2,372

Carnforth Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

6 December 2019 (2019 - 2020)

SUB TOTAL		31,758.00	14,095.19	17,663	17,663
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Training

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23 Civic Hall Manager				500.00	120.18	380	380
24 Town Clerk				300.00	75.00	225	225
25 Outdoor Maintenance Officer				200.00		200	200
29 Members				500.00	75.00	425	425
SUB TOTAL				1,500.00	270.18	1,230	1,230

Value Added Tax

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
72 VAT Refund		3,149.26	3,149				3,149
SUB TOTAL		3,149.26	3,149				3,149

War Memorial Gardens

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 Electricity				300.00	350.94	-51	-51
62 Cleaning				2,000.00	900.00	1,100	1,100
65 Capital expenditure				500.00		500	500
SUB TOTAL				2,800.00	1,250.94	1,549	1,549

Summary

NET TOTAL	97,598.00	98,484.43	886	94,268.00	48,061.11	46,207	47,093
V.A.T.		138.45			3,006.29		
GROSS TOTAL		98,622.88			51,067.40		