



Finance and Governance Committee

PRESS AND PUBLIC ARE WELCOME TO ATTEND

**Summons to attend meeting on Wednesday 8th January 2020 at 5:15pm
at the Council Offices, Market Street Carnforth**

- 19117 To receive apologies for absence
- 19118 To receive declarations of interest and/or dispensation requests
- 19119 To consider Minutes of the meeting on Wednesday 11th December 2019
- 19120 To consider items of urgent business
- 19121 To adjourn the meeting for a period of public discussion
- 19122 To consider Budget and Precept 2020/2021 (paper to follow)
- 19123 To consider Payments list (to follow)
- 19124 To consider proposed amendment to Standing Orders (Cllr Gardner)

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

03 January 2020

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 11th December 2019

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

In attendance: Bob Bailey, Town Clerk

19108 **Apologies:** Apologies were received from Cllr Branyan

19109 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19110 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 13th November be approved.

19111 **Urgent Business:** The Town Clerk reported that a Community Fund Application had been received from Carnforth Rangers as a contribution towards improvements at the football club as part of a wider project. Members considered the application which requested funding of £1,500. After some discussion and consideration of similar funding awarded by the Town Council in the last year it was **recommended** that the Town Council be requested to approve a sum of £500.

There followed a discussion on the recent Christmas light switch on organised by the Carnforth Business Network. It had been suggested that the Town Council c/should do more to support this event. **ACTION:** That Committees consider what, if any, involvement the Town Council will have next year and in future.

Cllr Parker enquired whether the Town Council had agreed to make donations to Carnforth Carnival Committee and the Salvation Army and it was confirmed that at its meeting in November the Town Council had resolved to donate £1,000 and £250 respectively in accordance with Section 137 of the Local Government Act 1972

19112 **Public discussion:** No members of the public were present.

19113 **Film Night Update:** Cllr Grisenthwaite reported on the position regarding recent film nights that had been popular and successful. The one to be shown in December had not sold particularly well, unfortunately, and there was a discussion on the possible reasons for this. There was also a discussion about inviting local community groups running the bar on film night and retaining any profits. So far this has been done by Carnforth Swimming Club and Carnforth & District Twinning Association. Members were made aware that Carnforth Carnival Committee had expressed an interest and it was **RESOLVED** that this opportunity to opened to local clubs and community organisations.



Finance and Governance Committee

- 19114 **Payments List:** The Town Clerk presented Members with the Payments List for recommendation to the December meeting of the Town Council. Member noted that the surveys on the Carnforth Civic Hall, including the additional ones subsequently approved, have now been received and circulated and that payment was now due. Members were unanimous that the investment in the survey had been good value for money.
- Members debated at some length the purchase of drinks for the Remembrance Day service and whether this was a necessary use of public money. Members were advised that this needs to be considered as a Section 137 (S137) payment as no other duties would be directly relevant. It was then **RESOLVED** that the payment list be **recommended** for approval by the Town Council and that expenditure for the drinks at the Remembrance Day be paid in accordance with S137 of the Local Government Act 1972.
- 19115 **Carnforth Civic Hall - Exempt item:** Section 100A(4) was passed whereby the Press and Public were excluded from the meeting as the discussion may be commercially sensitive. Cllr Grisenthwaite explained that he had submitted a briefing note on the outcome of the reports of the appointed architect's and heating engineers. It was report that they have addressed all of the elements of the original tender specification and that the results present the Town Council with some difficult decision making going forward.
- The financial implications of the report(s) in their entirety represent significant costs that would be beyond the Town Council's budget and the operational and financial implications of the surveys need to be considered in detail so that informed decisions can be made on whether and what action will be taken to address the maintenance and improvement matters identified in the short and longer term and to consider funding opportunities.
- It was noted that 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 and that the Town Council had been **recommended** by the Asset Management Committee to prioritise the planned maintenance schedule in the report and to take steps to budget for the programme of repairs over the next three to five years.



Finance and Governance Committee

19116 **2020/2021 Budget planning:** The Town Clerk presented Members with an up-to-date summary report of the Town Council's income and expenditure and had included a forecast of the year end totals for consideration by Members. Based on current information, it is estimated that there will be a surplus of income over expenditure of £19,000 that will be incorporated into existing balances. Members were informed that as at the end of November balances stood at £57,377.

Members were reminded that a draft Reserves Policy had been previously agreed by the Committee, but the level of reserves needed to be finalised as part of the year-end budget process.

After some further discussion on the position on specific budget headings, it was **RESOLVED** that Cllrs Gardner and Grisenthwaite meet with the Town Clerk to draft a budget for 2020/21 and associated precept for that year for detailed consideration at the January meeting of the Finance & Governance Committee and recommendation to full Council on 15th January 2020.

The Town Clerk left the meeting at 6:35pm

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

16 December 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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