



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Wednesday 15th January 2020 at 6:30pm at the Council Offices, Market Street, Carnforth

- 20001 To receive apologies for absence
- 20002 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 20003 To consider items of urgent business not on the agenda
- 20004 To consider draft Minutes of the meeting held on Wednesday 18th December 2019 (see Agenda Pack)
- 20005 To receive a presentation on the work Carnforth Integrated Care Community
- 20006 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
- 1) Public discussion
 - 2) Action plan update (to follow)
 - 3) Correspondence (see Agenda pack)
 - 4) Members updates and actions
 - a) Town Mayor
 - b) Outdoor Maintenance
 - c) General matters and issues not on the agenda
 - d) Railway Station bike sheds
 - 5) Reports of Ward and County Councillors
 - 6) Reports from outside bodies:
 - a) Carnforth Business Network
 - b) Carnforth & District Twinning Association
 - c) Quarry Liaison
 - d) Carnforth Neighbourhood Plan Working Group
 - e) Carnforth Carnival Committee
- 20007 To consider planning applications and temporary road closures set out below: (Planning applications can be viewed online at: <https://www.lancaster.gov.uk/planning/view-applications-and-decisions/>):

Application No:	Description and site
19/01602/FUL	Demolition of existing building and erection of a three-bedroom dwelling; 24 – 30 Preston Street Carnforth
19/01445/FUL	Erection of a single storey rear extension; Unit 10, Boundary Lane, Kellet Road Industrial Estate, Carnforth
Temporary prohibition of traffic order: Length of North Road, Carnforth between 0800 hours and 1600 hours from Friday 14 th February 2020 until Friday 21 st February 2020 or until completion	



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 20008 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 20009 To consider report of the Finance & Governance Committee (to follow)
- 20010 To determine budget and precept for the financial year 2020/21
- 20011 To approve the appointment of Town Mayor and Deputy Mayor for 2020/21
- 20012 To consider date and time of next meeting

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

10 January 2020

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforhtowncouncil.org



Carnforth Town Council

Minutes of the meeting held at the Council Offices on Wednesday 18th December 2019

Present: Councillors Bromilow (Chair); Armstrong; Grisenthwaite; Holbrook; Jones; Watson and Watkins

In attendance: Bob Bailey, Town Clerk; representatives from Carnforth Carnival Committee and the Salvation Army.

19134 **Apologies:** Apologies were received from Cllrs Branyan, Gardner, Parker, Reynolds and Smith and Ward Councillors Guilding and Yates.

19135 **Declarations of Interest and Dispensations:** Councillors Evans and Watkins declared an interest in discussions relating to Carnforth Carnival Committee and the Salvation Army.

19136 **Urgent Business:** There were no items of urgent business not covered on the agenda for the meeting.

19137 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 20th November 2019 be approved.

19138 **Adjournment for public discussion and information only updates:**

- 1) **Public discussion:** There was no public discussion.
- 2) **Action Plan update:** The Town Clerk presented the up-to-date position on the action plan and individual activities assigned to the Town Clerk, Council Members; task groups and Ward Councillors.

Members noted that many actions had been completed and others in progress or being planned. Whilst there are no matters of significant concern highlighted it was noted that action is still outstanding relating to a joint meeting with the Carnforth Business Network to discuss parking matters and related concerns in the town. After some comments and questions, it was **RESOLVED** that the updated *Action Plan* be noted.

- 3) **Correspondence:** The Town Clerk presented the schedule of correspondence received and previously circulated to Members. It was reported that appropriate action had, or will be, taken by the Town Clerk and/or Committees to address any matters arising from correspondence received.

Members noted the follow up action that had been taken by County Councillor Williamson on a range of matters that the Town Council and residents had brought to her attention. The Town Clerk and all Members wished to place on record their great appreciation for all the work that she does for the local community.

After some comments and questions, it was **RESOLVED** that the schedule of correspondence received, and actions taken and planned be noted.

4) **Members updates and reports:** Members provided updates and reported on the following matters:

a) **Town Mayor:** The Town Mayor presented cheques to representatives from Carnforth Carnival Committee and the Salvation Army to thank them for their support on Remembrance Day which had been a great success.

She reported that she had spoken directly to the Site Manager on the poor standard of the works being carried out by Virgin Media on Hill Street and Lancaster Road.

County Cllr Williamson reminded Members that she and the Town Clerk had previously met with representatives from Virgin Media to discuss how the works would be carried out considerately and communicated to residents. Given the efforts that had been made it was very disappointing that improvements had not been made and the matter has now been reported to County Highway, the County Council Cabinet Member for Highways and Virgin Executives.

The Town Mayor also reported on a 'walk-about' around the town that she and Cllrs Watkins and Watson had recently undertaken. Several matters requiring attention had been identified that should be dealt with. **ACTION:** List of matters will be prioritised, and action taken to get them addressed.

The Town Mayor is working closely with Cllr Gardner to secure quotations for two new bus shelters; one on Back Lane and the other on Lancaster Road.

The Town Mayor had also represented the Town Council at various events including a party for elderly residents; school Christmas events and the Christmas light switch on.

- b) **Outdoor Maintenance:** The outdoor maintenance officer will be involved in carrying out some of the matters identified during the 'walk-about'. He has recently been planting winter plants in the planters.
- c) **General matters and issues:** Cllr Armstrong and the Town Clerk reported that they had met with representatives from Lancashire county Council at Carnforth Railway Station with a view to the Town Council taking over the management and maintenance of the bike sheds there, which were due to be removed following the closure of the Ticket Office.

Members were informed that the bike sheds are in a reasonable state and would be relatively low maintenance. The only apparent issue is identifying those who currently use the bike sheds and setting up an arrangement whereby the sheds are rented from the Town Council. **ACTION:** Town Clerk to contact Lancashire County Council to advise them that the Town Council is minded to take on responsibility for the bike sheds subject to the suitable conclusion of further talks with them and the railway.

Cllr Grisenthwaite reported on a seminar in Penrith regarding community film offers. The seminar had been attended by over 50 organisations and had generated some good discussion and ideas. It was clear that demand for films in local communities is on the rise.

- 5) **Reports of Ward and County Councillors:** No Ward Councillors attended the meeting.

County Cllr Williamson reported that whilst there had been a period of purdah leading up to the general election, there are several positive initiatives being developed around Children and Young People. She also commented on the developing County Council budget and the expectation that, after a deficit of many millions, the budget will be 'balanced' by 2023/2024.

There was also an update on issues that she is following up with County Highways and other County Services and she is working with Lancashire Constabulary to expand on ways in which important Police information can be disseminated to parish and town councils. She is also in the early stages of reconsidering options relating to residents parking.

After a few comments, Cllr Williamson was thanked for her update and continued support.

6) **Reports from task groups and outside bodies/committees:**

- a) **Carnforth Business Network (CBN):** Cllr Watkins reported that a CCTV camera had recently been privately installed on the Royal Station Hotel and, as a result, CBN had now decided that they would not be contributing financially to the planned joint scheme with Lancaster City Council and Vodafone after all. Members noted that only last month - and after some delay - CBN had apparently reached the conclusion that the best option for the town in relation to CCTV was to work in partnership with Lancaster City Council and Vodafone. The Town Clerk reported that he had advised Lancaster City Council of CBN's support for the scheme.

The cost of the Christmas Switch-on had been discussed and CBN are considering making a Freedom of Information request on the chosen location for the installation charging points and their usage since.

- b) **Carnforth & District Twinning Association:** Cllr Grisenthwaite reported that the Twinning Association had thanked the own Council for the opportunity to run the bar at the recent film night.
- c) **Quarry Liaison:** Nothing to report.
- d) **Carnforth Neighbourhood Plan:** The Town Clerk reported that a report on 'design codes' will be delayed until early in the New Year, after which plans for further consultation with the local community will be developed.
- e) **Carnforth Carnival Committee:** Nothing to report.
- f) **VE Day 75:** Local schools have shown an interest in being involved in community events and the Air Training Corps have made a bid for funding. Further plans are in the early stages of development to commemorate the day and a 'special' film night screening the film 'This Happy Breed' will be held.

After some comments and questions, it was then **RESOLVED** that the reports and actions arising from the task groups and outside bodies/committees be noted.

19139 **Planning Applications/Road Traffic Orders:** Members considered the following planning applications and road traffic orders:

Application No:	Description
19/01452/ADV	Advertisement application for the display of 2 externally illuminated hanging signs – The Royal Station Hotel Ltd, Royal Station Hotel. Market Street, Carnforth LA5 9BT
Temporary prohibition of traffic order: Speed restrictions: Roundabout Junction 35, A601M B6254 to M6 Junction 35, Over Kellet	

It was **RESOLVED** that the Town Council supports Planning Application 19/01452/ADV in principle and the temporary road closure be noted.

19140 **Planning Authority Decisions:** Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered by the Town Council. It was noted that one planning application had been refused; two permitted and a further eight are awaiting a decision.

There was again a comment on the long outstanding application 16/00335/OUT and the lack of an update on any progress.

It was then **RESOLVED** that the update on planning authority decisions be noted and that Cllr Reynolds be asked to pursue a further update on planning application 16/00335/OUT.

19141 **Report of the Asset Management Committee:** Members had been previously issued with a briefing note on the completed surveys that had been commissioned on Carnforth Civic Hall. It was reported that these had been considered in some detail by the Asset Management Committee.

It was noted that the outcomes from the surveys present some potentially difficult decisions for the Town Council on the short and long-term maintenance and future of the Civic Hall as well as significant cost implications.

Specifically, it seems that the oil-fired central heating boiler and radiators will need replacement within the next three years. As a primary asset the Town Council has an obligation to ensure that the building is maintained in a good state of repair and it is the **recommendation** of the Asset Management Committee that a Task Group be established to take forward a planned maintenance schedule set out in the report received from the architect and that immediate steps are taken to budget for the programme of repairs over the next three to five years..

The replacement of the central heating system 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 go forward with options to improve the Civic Hall. Work is on-going to identify external funding sources and an application(s) will be brought before the Town Council in due course.

Arrangements are being made to engage a local commercial valuation of the Civic Hall that will help to inform decisions on the options for its future development.

On other matters, electrical work is needed to wire in the new bathroom fans and to replace the emergency exterior lights at the Civic Hall.

After much discussion, it was **RESOLVED** that the report of the Asset Management Committee be noted and that a Task Group be set up to take forward essential planned maintenance of the Civic Hall with any budget implications being reported to the Town Council going forward.

19142 **Report of Town Development & Planning Committee:** It was reported that Cllrs Watkins and Smith, County Councillor Williamson and the Town Clerk had met with a senior representative from Lancashire County Council to discuss a range of matters set out in the report, including several outstanding ones from a previous meeting. It was noted that since then County Councillor Williamson had tenaciously followed these, and other matters up on the Town Council's behalf.

There had also been a discussion on a variety of ways to further enhance the town; progress on establishing a community group to take forward plans to improve the Crag Bank Play area and surrounding grounds and plans to celebrate 75 years since VE Day in May 2020.

After some comments and questions, it was **RESOLVED** that the report of the Town Development & Planning Committee be noted and that recommendations be approved.

19143 **Report of the Finance & Governance Committee:** It was reported that a request had been received for funding from Carnforth Rangers as a contribution towards improvements at the football club as part of a wider project. After considering the application the Committee **recommends** that the Town Council approves the sum of £500 from the Community Benefit Fund.

The monthly film night is growing in popularity and is now an established 'fixture' in the town.

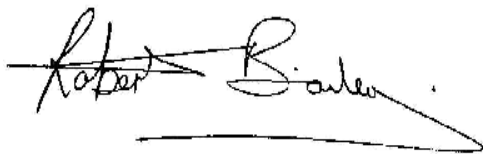
It was **recommended** that the payments list be approved by the Town Council.

The recommendation of the Asset Management Committee regarding the planned maintenance and the short and long-term future of the Civic Hall was discussed in detail and agreed that the financial implications and potential future funding will be considered as part of the budget planning and monitoring arrangements.

The Town Clerk provided and reported on a *Summary Report* of payments and receipts as at 31st December and a forecast on both as at 31st March 2020 to be considered when determining the budget and precept for the financial year 2020/2021. **ACTION:** Cllrs Gardner and Grisenthwaite and the Town Clerk to draft a proposed budget for 2020/2021 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

After some comments and questions on other matters in the report, it was **RESOLVED** that the Finance and Governance Committee report be noted, and all recommendations and payments be approved.

19144 **Date and time of next meeting:** The next meeting of the Town Council will be held on **Wednesday 15th January 2020 commencing at 6:30pm**. The Town Mayor thanked Members for their efforts and support in 2019 and wished everyone a Merry Christmas and Happy New Year. The meeting closed at 8:05pm



Town Clerk

10 January 2020

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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



Correspondence – January 2020



Date	Sender	Topic
14/12/2019	Town Clerk	Meeting Agenda Pack
16/12/2019	Town Clerk	Committee reports
17/12/2019	Town Clerk	Payments list
17/12/2019	Local headteachers	VE Day 75 celebrations
03/01/2020	Lancaster City Council	Application Number 19/01602/FUL
03/01/2020	Lancashire County Council	Temporary road closure – North Road Carnforth
03/01/2020	Town Clerk	Finance & Governance Agenda pack
06/01/2020	Town Clerk	Planning Application 19/01445/FUL
07/01/2020	Town Clerk	Finance & Governance Cmte – additional papers



Planning Application Comments & Decisions January 2020



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
16/00335/OUT: Outline application for the erection of 158 dwellings with associated new vehicular access, incorporating a roundabout and access road, and pedestrian/cycle access points; Land Between Brewers Barn and A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Object to the planning application	Awaiting decision
19/00495/VCN: Demolition of existing building & erection of a new building to be used as a church conference & resource centre and associated new car parking - Former Filter House, Kellet Road, Carnforth, Lancashire, LA5 9XJ	Object to the planning application – Lack of car parking is likely to result in overspill and be a highway safety concern.	Awaiting decision
19/00541/OUT: Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth	Support the planning application in principle – Comments posted following consultation with the local community	Awaiting decision
19/00545/HYB: Hybrid application comprising a full application for proposed alterations to land levels and outline application for up to 8,400sqm of employment floor space with associated access – Land North of Kellet Road, Over Kellet	Support the planning application in principle	Awaiting decision
19/01141/VCN: Erection of a car showroom, maintenance workshop and preparation building – Land north of Kellet Road, Ober Kellet	Support the planning application in principle	Awaiting decision
19/01066/FUL: Erection of two semi-detached dwellings, creation of new vehicular access & associated external works – Land Adjacent to 27 The Drive, Carnforth, LA5 9JD	Support the planning application in principle	Application permitted
19/01348/ADV: Advertisement application for the display of two-non illuminated directional signs & and internally illuminated freestanding digital advertisement screen – Tesco, Lancaster Road, Carnforth LA5 9DW	Support the planning application in principle	Application Permitted
19/01394/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting decision



Planning Application Comments & Decisions January 2020



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
19/01452/ADV: Advertisement application for the display of 2 externally illuminated hanging signs – The Royal Station Hotel Ltd, Royal Station Hotel. Market Street, Carnforth LA5 9BT		



Finance and Governance Committee

Minutes of the Finance & Governance Committee held on Wednesday 8th January 2020

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

In attendance: Bob Bailey, Town Clerk

19117 **Apologies:** Apologies were received from Cllr Branyan

19118 **Declarations of Interest and Dispensations:** Cllr Jones declared an interest for any discussion relating to Carnforth Carnival Committee and/or Salvation Army.

19119 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 11th December 2019 be approved.

19120 **Urgent Business:** There were no matters of urgent business

19121 **Public discussion:** No members of the public were present.

19122 **2020/2021 Budget planning:** The Chair presented a draft report of planned expenditure in 2020/21 that had been put together with Cllr Grisenthwaite and the Town Clerk. For completeness and comparison, the report also indicated the approved budget for 2019/20; the actual expenditure as at 31/12/2019 and the expected expenditure as at 31/03/2020.

Members considered each line of the budget, making comments and suggesting amendments as required. This exercise, produced a figure of £95,091 for planned expenditure in 2020/21.

Taking account of expected balances carried forward and allowing for general reserves the precept for 2020/21 was calculated to be £85,000 (£78,198 in 2019/20) which represents an increase of 8% (£0.07p increase on a Band D property).

The Finance & Governance Committee considered that given what has been achieved in 2019/2020 and what is planned in the coming financial year, this represents good value for money, and it was **RESOLVED** that the budget and precept for 2020/21 be considered for approval by the Town Council.

19123 **Payments List:** The Town Clerk presented Members with the Payments List for recommendation to the January meeting of the Town Council. Members noted that following submission of two quotations a payment of £8,709.60 had been requested for the supply and installation of two bus shelters. The payments list also included £500 from the Community Benefit Fund to be awarded to Carnforth Rangers Football Club, following the approval of the Town Council in December. It was **RESOLVED** that the payment list be **recommended** for approval by the Town Council.



Finance and Governance Committee

19124 **Amendment to Standing Orders:** Councillor Gardner presented proposed amendments to Standing Orders relating to the appointment of Mayor and Deputy Mayor. It was explained that this change was intended to ensure that from this year onwards the appointed of Mayor and Deputy Mayor would be on a rotational basis rather than seniority. This would ensure that a wider number of Members are given an opportunity to be elected to these positions.

The Town Clerk commented that some months ago he had distributed an 'Order of Mayoralty' on a rotational basis, although it had not generated much discussion at the time.

After comments and observations, it was **RESOLVED** that the proposed amendment and a revised Order of Mayoralty be considered by the Town Council at its meeting in January.

The Town Clerk left the meeting at 6:15pm

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

Town Clerk

10 January 2020

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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

Carnforth Town Council
DRAFT PAYMENTS LIST 250 TO 260

Voucher	Cheque	Code	Name	Description	Amount
250		26 - PAYE	HMRC	PAYE	538.71
				<i>Tax period 9</i>	
251		13 - Bus Shelters	Shelterstore	Bus Shelters	8,709.60
252		62 - Cleaning	Moore 'n' Wife	Cleaning	540.00
253		2 - Heating Oil	WCF Fuels	Fuel	679.14
254		20 - Civic Hall Manager	Rik Marsden	Allowance	15.00
255		17 - Civic Hall Manager	Rik Marsden	Salary	923.92
256		19 - Outdoor Maintenance Office	Terry Allum	Salary	283.67
257		19 - Outdoor Maintenance Office	Terry Allum	Expenses	17.55
258		18 - Town Clerk	Bob Bailey	Salary	839.43
259		46 - Telephone	Bob Bailey	Telephone	20.00
260		74 - Grants Paid	Carnforth Rangers FC	Grants Paid	500.00
TOTAL					13,067.02

Carnforth Town Council

Summary of Payments

Administration

Code Title	Budgeted	Actual 31/12/19	31/03/2020 (est)	Planned 2020/21
43 Insurance	1,250	1,286	1,286	1,500
45 Postage	100	86	100	120
46 Telephone	120	40	120	120
47 Printing	400	925	1,000	750
48 Stationery	100	15	50	100
SUB TOTAL	1,970	2,353	2,556	2,590

Allowances

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
27 Members	1,500		0	1,000
30 Mayor	900	900	900	600
SUB TOTAL	2,400	900	900	1,600

Bank

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
70 Service Charge		128	146	100
SUB TOTAL		131	276	100

Capital Expenditure

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
12 Allotments	2,100		0	0
13 Bus Shelters	4,000		7,300	0
14 Speed Indicator Device CCTV				To be considered
SUB TOTAL	6,100	0	7300	0

Carnforth Neighbourhood Plan

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
66 Neighbourhood Plan Development		4,031	0	2,000
67 Housing Needs Assessment				
SUB TOTAL		4,031	0	2,000

Civic Hall

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
1 Electricity	820	354	820	950
2 Heating Oil	3,750	1,000	3,000	3,500
3 Water rates	1,200	1,055	1,200	1,350
4 Cleaning	1,575	517	1,000	1,200
5 Repairs & Maintenance - scheduled	1,500	1,580	1,800	4,000
6 Waste & Recycling	1,000	686	1,000	1,100
63 Capital Expenditure	2,000		0	2,000
SUB TOTAL	12,365	5,591	8,520	14,100

Committees

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
15 Assets	3,500	2,524	3,500	3,500
16 Town Development & Planning	3,000	1,412	2,500	3,000
SUB TOTAL	6,500	3,936	6,000	6,500

Community Benefit Fund

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
74 Grants Paid		3,150	5,000	3,000
SUB TOTAL		3,150	1,610	3,000

Council Office

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
64 Capital Expenditure	1,000		0	250
SUB TOTAL	1,000	0	0	250

Environment

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
61 Grounds Maintenance	2,000	625	1,500	1,500
Alexandra Park				100
SUB TOTAL	2,000	625	1,500	1,600

Events

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
32 Remembrance Day	2,000	1,244	1,244	1,500
33 Film Night	1,500	2,044	2,500	2,500
34 Twinning Association	200		200	200
35 By-election	4,000	934	934	4,000
56 Heritage Walk				
68 Civic Sunday		565	565	750
69 Armed Forces Day		171	171	200
73 Carnforth In Bloom		80	80	100
75 Christmas Competition		25	25	0
Christmas Switch On				To consider further
Eden project				1,000
VE Day			0	1,250
SUB TOTAL	7,700	5,062	5,719	11,500

Expenses

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
20 Civic Hall Manager	180	239	300	300
21 Town Clerk	150	170	250	250
22 Outdoor Maintenance Officer	750	564	750	750
28 Members	200	49	100	200
31 Mayor	300		0	300
SUB TOTAL	1,580	1,023	1,400	1,800

ICT

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
36 Broadband	625	365	450	500
37 Hardware	250	67	150	300
38 Domain & Web-hosting	120	94	120	150
39 Software	1,300		250	250
SUB TOTAL	2,295	525	970	1,200

Newsletter

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
49 Printing	2,500	2,050	2,500	2,650
50 Distribution	1,800	1,200	1,800	1,900
SUB TOTAL	4,300	3,250	4,300	4,550

PAYE

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
26 PAYE	5,000	4,544	6,000	6,500
SUB TOTAL	5,000	4,544	6,000	6,500

Professional Fees & Services

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
40 Legal Fees	250	25	25	100
41 Internal Audit	300	120	120	150
42 External Audit	300	300	300	325
44 LALC Subscriptions	250	699	698	750
SUB TOTAL	1,100	1,144	1,143	1,325

Projects

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
8 Civic Hall Feasibility Study	3,900	3,920	3,920	1,000
SUB TOTAL	3,900	3,920	3,920	1,000

Salaries

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
17 Civic Hall Manager	15,000	7,257	15,000	15,000
18 Town Clerk	12,500	6,715	12,500	10,784
Assistant Town Clerk				3,592
19 Outdoor Maintenance Officer	4,258	2,205	4,000	5,000
SUB TOTAL	31,758	16,178	31,500	34,376

Training

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
23 Civic Hall Manager	500	120	120	150
24 Town Clerk	300	75	75	200
25 Outdoor Maintenance Officer	200		0	150
29 Members	500	75	75	150
SUB TOTAL	1,500	270	270	650

War Memorial Gardens

Code Title	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
51 Electricity	300	351	400	450
62 Cleaning	2,000	900	1,800	0
65 Capital expenditure	500		0	0
SUB TOTAL	2,800	1,251	2,200	450

Summary

	Budgeted	Actual	31/03/2020 (est)	Planned 2020/21
Total	94,268	57,956	86,084	95,091

2020/21 Planned Expenditure	95,091
Less Carry forward 2019/20	<u>-26,000</u>
Revenue balance	69,091
Reserves	<u>15,909</u>
Precept 2020/21	<u>85,000</u>

Precept 2019/20	78,198
Percentage increase	8%

Standing Order revision

Appointment of Mayor & Deputy Mayor

A6. Appointments to the position of Town Mayor and Deputy Town Mayor will be made each year on the basis of seniority as determined by dates of election or of co-option **and not having served as Town Mayor previously.**

A7.

~~Following an election, new Councillors shall be eligible for appointment based on the number of votes cast for that individual at the election.~~ Where 2 or more Councillors are co-opted at the same time, the order for appointment shall be determined by drawing lots.

A8. The Town Mayor will have served as the Deputy Town Mayor the previous year.

A9. Tenure of office will be for one year, commencing with the Annual General Meeting.

A10. At the ordinary meeting of the Town Council held in ~~October~~ **January** the Clerk will advise the Council of the next eligible councillor to be Deputy Town Mayor.

A11. This councillor will indicate their acceptance or non-acceptance of the position. Where unable to accept, the councillor will indicate when s/he will be able to accept the position. This will be recorded in the minutes and the councillor will in due course be appointed as Deputy Town Mayor for the year indicated. Where an eligible councillor does not wish to accept either position at any time this will be recorded in the minutes.

A12.

In the event that the member is subsequently unable to accept the appointment in the year indicated s/he will be placed at the bottom of the seniority list.

A13.

In the event that the Deputy Town Mayor finds during his/her year in office that she/he will be unable to accept the position of Town Mayor for the following year they will be required to step down forthwith and will be placed at the top of the seniority list for Deputy Town Mayor.

A14. The next most senior councillor **who has not previously served as Town Mayor** will take up the position of Deputy Town Mayor providing they are able to accept the position of Town Mayor for the following year. The Deputy Town Mayor standing down will be required to serve as Deputy Town Mayor prior to being appointed Town Mayor.

A15.

In the case of death or resignation of the Town Mayor, the Deputy Town Mayor will complete the remaining tenure before holding the position of Town Mayor in their own right the following year. The next most senior councillor **who has not previously served as Town Mayor** will complete that year as Deputy Town Mayor before holding the position of Deputy Town Mayor in their own right the following year.

A16.

In the case of death or resignation of the Deputy Town Mayor the next most senior councillor **who**

has not previously served as Town Mayor

able to accept the position of Deputy Town Mayor will complete the remaining tenure before holding the position of Deputy Town Mayor in their own right the following year.

A17.

Each appointment of Town Mayor and of Deputy Town Mayor shall be made by a resolution of the Council.

A18.

Alternative procedures will be required if the Town Mayor and / or the Deputy Town Mayor fail to be re-elected in the Local Government elections. These being:

(a) Town Mayor Elect not re-elected – Deputy Town Mayor elect (if re-elected) to be appointed Town Mayor. Deputy Town Mayor to be appointed in accordance with ¶A6ff above.

(b)

Town Mayor Elect returned, but not Deputy Town Mayor - Deputy Town Mayor to be appointed in accordance with ¶A6ff above.

(c)

Failure of both Town Mayor Elect and Deputy Town Mayor Elect to be returned – ~~The outgoing Town Mayor will be invited to serve a second term.~~ **The next most senior Councillor who has not previously served as Town Mayor will become Town Mayor and the next most senior Councillor who has not served as Town Mayor will be Deputy Town Mayor providing they are able to serve as Town Mayor the following year.**

A19.

In the event that the Town Mayor elect is unable to accept the Office prior to the Annual General Meeting for medical reasons, he is to notify the incumbent Town Mayor and Town Clerk as soon as reasonably possible and indicate the anticipated duration of absence. The Deputy Mayor elect will be appointed at the Annual Meeting and will preside (or in their absence a chairman will be appointed for that meeting).

A20.

Where the Deputy Town Mayor is unable to accept the Office prior to the Annual Meeting for medical reasons, the same notification is required.

A21.

Dependant on the individual circumstance (and more importantly, the prognosis), he is required to consider the effect this will have on both their health and the functioning of the Council and whether it may be better to defer acceptance of office.

A22.

Where the Deputy Mayor Elect still wishes to accept the Office and this is agreed by Council, Memb

ers shall have the sole discretion to impose a date when such agreement is reviewed in light of circumstances prevailing at the time.

A23.

The Council may, by resolution, choose to appoint the longest serving member of the Council to the post of Father of the Council (or Mother of the Council) with agreement from that Councillor. This appointment will persist until the Councillor leaves office. The post allows the Councillor to refer to themselves by this title in all official Council documents, including correspondence, and other ceremonial duties as shall be determined from time to time by the Council.

CARNFORTH TOWN COUNCIL

ORDER OF MAYORALTY FROM 2020/21

Councillor
Mr Larry Branyan
Mr Chris Smith
Mr Jim Grisenthwaite
Mrs Elizabeth Jones
Mr Tobias Holbrook
Mr Val Armstrong
Mr John Reynolds
Mr Steve Watson
Mr Malcom Watkins
Mr Roland Parker
Mr Paul Gardner
Mrs Kath Bromilow