



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

## Summons to attend meeting on Wednesday 19<sup>th</sup> February 2020 at 6:30pm at the Council Offices, Market Street, Carnforth

- 20013 To receive apologies for absence
- 20014 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 20015 To consider items of urgent business not on the agenda
- 20016 To consider draft Minutes of the meeting held on Wednesday 15<sup>th</sup> January 2020 (see Agenda Pack)
- 20017 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) General matters and issues not on the agenda
  - 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
- 20018 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
19/01485/FUL	Removal of existing portacabin and siting of one storage container and temporary siting of 2 portacabins for use as changing facilities – Carnforth Rangers FC, Lundfield, Kellet Road, Carnforth
20/00037/FUL	Erection of two-storey extension to existing office accommodation and siting of 1 portacabin – WCF Fuels NW, Station Goods Yard, Warton Road, Carnforth
20/00059/FUL	Erection of 3 industrial buildings and construction of internal roads and parking areas - Ironworks House, Warton Road, Carnforth



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Application No:	Description and site
20/0108/FUL	Erection of a single storey rear extension – Sunnyside, Queen street, Carnforth LA5 9EB
<b>Temporary prohibition of traffic order:</b> Length of B6254 Kellet Road, Carnforth from a point outside No. 22 Kellet Road to its junction with Price Avenues between 0001 until 2359 Sunday 23 <sup>rd</sup> February and Sunday 1 <sup>st</sup> March to allow the replacement of Carnforth Canal Footbridge	

- 20019 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 20020 To consider report of the Town Development and Planning Committee ((See Agenda pack)
- 20021 To consider report of the Asset Management Committee (See Agenda pack)
- 20022 To consider report of the Finance & Governance Committee (See Agenda pack)
- 20023 To consider date and time of next meeting

A handwritten signature in black ink, appearing to read "Robert Bailey".

**Town Clerk**

**15 February 2020**

**28 Wilson Grove, Heysham, Morecambe, LA3 2PQ**

**Tel: 07846 256 006**

**Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)**



# Carnforth Town Council

## Minutes of the meeting held at the Council Offices on Wednesday 15<sup>th</sup> January 2020

**Present:** Councillors Bromilow (Chair); Armstrong; Brayan, Gardner, Grisenthwaite; Holbrook; Jones, Parker, Reynolds and Smith; Ward Councillors Guilding and Yates

**In attendance:** Bob Bailey, Town Clerk; representative from Carnforth Integrated Care Community

20001 **Apologies:** Apologies were received from Councillors Watkins and Watson and County Councillor Williamson.

20002 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation relating to items on the agenda.

20003 **Urgent Business:** There were no items of urgent business not covered on the agenda for the meeting.

20004 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 18<sup>th</sup> December 2019 be approved.

20005 **Presentation – Carnforth Integrated Care Community:** Emma Paul the Integrated Care Community (ICC) lead for Carnforth gave a very interesting presentation of the purpose of the team in the town and across the Morecambe Bay. By working cohesively with a range of health agencies, emergency and educational services and voluntary and third sector charities and groups they ensure that people are supported in improving their health and well-being.

The team based at the Carnforth Clinic have had several successes in 2019 and are look to expand on these in 2020. The meeting was advised that that dementia in England is 0.8%. In Carnforth this is significantly higher at 1.6%. To tackle this the team have been trialling a memory support service based at the Carnforth Clinic and there are plans to host a monthly support group involving patient and their carers. The first session commences on 21<sup>st</sup> February 2020.

The local team have also set up an intergenerational project – a 4-week program involving children from Christ Church Primary School and Keer Sands Care Home, which has been a great success.

Members asked several questions about the work of the local ICC, general health and wellbeing matters and infrastructure and what the Town Council could do to support them and make the right connections as part of the developing neighbourhood plan. Councillors Smith and Watkins recently attended a meeting of the agencies and groups within the ICC and expressed a willingness to represent the Town Council at future meetings.

It was then **RESOLVED** that an article on the work of the Integrated Care Community be included in the next edition of the *Carnforth Express* and that Emma Paul be thanked for her time and her presentation to the Town Council. It was also **RESOLVED** that Councillors Smith and Watkins represent the Town Council at meetings of the ICC.

20006 **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.

Councillor Reynolds updated Members on liaison with the Carnforth Business Network on parking matters in the town and the renewed possibility that proposals for residential parking could again be considered by Lancashire County Council. Councillor Reynolds and County Councillor Williamson are liaising in this matter. 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.

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 reported on her activities in the last month, including attendance at an event at Leighton Hall. She has arranged to meet with representative from Carnforth Cricket Club to organise a volunteer day and community clean up and will be representing the Town Council at an Service to be held at Blackburn Cathedral.
  - b) **Outdoor Maintenance:** Nothing specific to report.
  - c) **General matters and issues:** Councillor Smith reported that he was pursuing the issue of Heavy Good Vehicles on Market Street. Members were advised that following the last meeting with County Highways he had agreed to take up the matter with local hauliers with a view to finding an acceptable solution. Councillor Smith reported on the outcome of informal discussions with some hauliers who had been sympathetic with the concerns raised, without any clear solution being found. He has now written to them with a view to a more formal meeting with the involvement of County Highways and Lancaster City Council to consider air quality management and the potentially serious safety implications for pedestrians waiting to cross at the A6/Market Street traffic lights. The Town Council will be looking for support from Lancashire County Council and Lancaster City Council on tackling this issue.  
  
Members commented on potential solutions and the current risks to public health.
- 5) **Railway Station bike sheds:** The Town Clerk reported that he had informed following Lancashire County Council if the Town Council's decision to take on the management and maintenance of the bike sheds at Carnforth Railway Station and was awaiting information so that contact can be made with Northern Railway to take this forward.
- 6) **Reports of Ward and County Councillors:** Ward Councillors reported on activities that they had undertaken in the last month; key strategies and plans at Lancaster City Council, including the launch of their Climate Change Strategy, the Local Plan and budget review as well as issues in the town such as housing issues and developments.

After a few comments, Ward Councillors were thanked for their work in recent weeks.

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

- a) **Carnforth Business Network (CBN):** Nothing to report
- b) **Carnforth & District Twinning Association:** Nothing to report
- c) **Quarry Liaison:** Nothing to report.
- d) **Carnforth Neighbourhood Plan:** The Town Clerk reported that a report on 'design codes' was still awaited. Members and the Town Clerk are due to meet with Lancaster City Council representatives to discuss the outcome of the completed, and revised, Housing Needs Assessment.
- e) **Carnforth Carnival Committee:** At their last meeting the Carnival Committee had a 'debrief' on the recent Christmas light switch on where it was felt that the event could be enhanced if Carnforth Business Network, community groups and the Town Council worked more collaboratively. This approach will be considered further in time for the 2020 event.

The 2020 Carnforth Carnival will be held on Saturday 4<sup>th</sup> July.

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

20007 **Planning Applications/Road Traffic Orders:** Members considered the following planning applications and road traffic orders:

<b>Application No:</b>	<b>Description</b>
19/01602/FUL	Demolition of existing building and erection of a Three 3-bedroom dwellings; 24 – 30 Preston Street Carnforth
19/01445/FUL	Change of use of hotel, shop and estate agency to hotel, 3 shops, estate agency and micro brewery/pub, the installation of a new ground floor window opening and first floor Juliet balcony and an entrance gate to the Haws Hill elevation and alterations to existing window openings to create enlarged openings and new doorways to the internal yard and Haws Hill elevations
<b>Temporary prohibition of traffic order:</b> Length of North Road, Carnforth between 0800 hours and 1600 hours from Friday 14 <sup>th</sup> February 2020 until Friday 21 <sup>st</sup> February 2020 or until completion	

Comments were made about the possibility of parking issues arising from the proposals for planning application 19/01602/FUL although it was **RESOLVED** that both applications be supported in principle.

20008 **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 two planning applications had been permitted and seven are awaiting a decision.

It was then **RESOLVED** that the update on planning authority decisions be noted.

20009 **Report of the Finance & Governance Committee:** Councillor Gardner reported that two key matters considered at the last meeting of the Finance and Governance Committee, being the proposed Budget and Precept for 2020/21 and an amendment to Standing Orders are set out on the agenda for this meeting (Agenda items 20010 and 20011 below refer).

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

After consideration, it was **RESOLVED** that the Finance and Governance Committee report be noted and that the payments as set out be approved.

20010 **Budget & Precept 2020/21:** The Finance and Governance Chair presented a draft budget for 2020/21 as recommended by the Finance and Governance Committee. Members considered each line of the budget plans, making comments and suggesting amendments as required. There was a protracted debate on Mayoral Allowances which when put to the vote remained at £900 per annum. **ACTION:** Finance and Governance Committee to develop a policy for Mayoral Allowances for consideration by the Town Council.

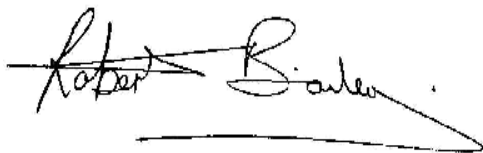
At the end of the deliberations, the overall planned expenditure in 2020/21 amounted to £95,091. Taking account income, expected balances carried forward and allowing for general reserves the precept for 2020/21 was calculated to be £85,000 (£78,198 in 2019/20) which represents an increase of 8% (annual payment of £51.42 on a Band D property). It was reported that this represented a £0.07p per week increased on a Band D property.

It was then **RESOLVED** that the budget and precept for 2020/21 be set at £85,000.

20011 **Appointment of Town Mayor and Deputy Town Mayor 2020/21:** 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 2020/21 onwards the Mayor and Deputy Mayor would be appointed in the January before the commencement of the Municipal Year and would be on a rotational basis, instead of the current arrangements based on Councillor 'seniority'. The proposed changes will provide the opportunity for a greater number of Councillors being elected to the position of Mayor and Deputy Mayor

After some discussion, it was RESOLVED that the proposed amendment to Standing Orders be approved. It was noted that in 2020/21 the Mayor and Deputy Mayor would be Councillors Branyan and Smith,

20012 **Date and time of next meeting:** The next meeting of the Town Council will be held on **Wednesday 19<sup>th</sup> February 2020 commencing at 6:30pm.** The meeting closed at 8:55pm

A handwritten signature in black ink, appearing to read 'Robert Branyan', with a long horizontal flourish extending to the right.

**Town Clerk**

**15 February 2020**

**Tel: 07846 256 006; Email: [clerk@carforthtowncouncil.org](mailto:clerk@carforthtowncouncil.org)**





## Correspondence – February 2020



<b>Date</b>	<b>Sender</b>	<b>Topic</b>
10/01/2020	Town Clerk	Full Council Agenda pack
14/01/2020	1 <sup>st</sup> Carnforth Scouts	Invitation to an open evening
17/01/2020	KCS Development Ltd	Update on potential development at Scotland Road
17/01/2020	Lancaster City Council	Planning application 19/01535/FUL (not Carnforth)
18/01/2020	Lancashire County Council	New way to report speed concerns
21/01/2020	Town Clerk	Requests for Carnforth Express articles
21/01/2020	Lancashire County Council	Temporary Road Closure: Kellet Road
21/01/2020	Lancaster City Council	Press release – Food hygiene offences
23/01/2020	Lancaster City Council	Planning application 20/00037/FUL
24/01/2020	Resident	Request to install a plaque and/or bench in memory of late parents
24/01/2020	Lancaster City Council	Planning application 20/00059/FUL
31/01/2019	Town Clerk	Application for additional Neighbourhood Plan funding
31/01/2020	Town Clerk	Planning & Town Development Committee Agenda Pack
31/12/2020	Town Clerk	Asset Management Committee Agenda Pack
02/02/2020	Town Clerk	Details re Mrs Lowry & Son film night tickets
03/02/2020	Lancaster City Council	Great British Clean up – tree planting
04/02/2020	Lancaster City Council	Planning Application 19/01485/FUL
04/02/2020	Lancaster City Council	Planning Application 20/00108/FUL
07/02/2020	Met Office	Yellow weather warning
07/02/2020	Town Clerk	Finance & Governance Committee Agenda Pack
11/02/2020	Groundwork UK	Award of Neighbourhood Plan funding
12/02/2020	Lancashire County Council	Advice following Storm Ciara
14/02/2020	Lancaster City Council	Flood guidance statement
15/02/2020	Town Clerk	Carnforth Express January/February 2020 edition



# Planning Application Comments & Decisions February 2020



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>16/00335/OUT:</b> 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
<b>19/00495/VCN:</b> 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.	Application Permitted
<b>19/00541/OUT:</b> 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
<b>19/00545/HYB:</b> 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	Application Permitted
<b>19/01141/VCN:</b> 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
<b>19/01394/FUL:</b> Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting decision
<b>19/01452/ADV:</b> Advertisement application for the display of 2 externally illuminated hanging signs – The Royal Station Hotel Ltd, Royal Station Hotel. Market Street, Carnforth LA5 9BT	Support the planning application in principle	Awaiting decision
<b>19/01602/FUL:</b> Demolition of existing building and erection of a three-bedroom dwelling; 24 – 30 Preston Street Carnforth	Support the planning application in principle	Awaiting decision



# Planning Application Comments & Decisions February 2020



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>19/01445/FUL:</b> Change of use of hotel, shop and estate agency to hotel, 3 shops, estate agency and micro brewery/pub, the installation of a new ground floor window opening and first floor Juliet balcony and an entrance gate to the Haws Hill elevation and alterations to existing window openings to create enlarged openings and new doorways to the internal yard and Haws Hill elevations	Support the planning application in principle	Awaiting decision



# Town Development & Planning Committee

**Draft Minutes of the meeting held on Monday 3<sup>rd</sup> February 2020  
at 5:00pm at Council Offices, Market Street Carnforth**

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

**In attendance:** Bob Bailey, Town Clerk; Terry Allum, Outdoor Maintenance Officer

20001 **Apologies:** There were no apologies for absence

20002 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensations.

20001 **Urgent Business:** Members had been previously informed that the Civic Hall was inspected on 27th January 2020 and a valuation of the Market Value of the building subsequently received. With the benefit of this information and the recent options survey of the building a task group is to be established to consider the implications, options and plans for the future of the Civic Hall.

20003 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 2<sup>nd</sup> December 2019 be approved.

20004 **Adjourn for public discussion:** No members of the public were present

20005 **Planning Applications & Policy Matters:** Councillor Smith reported that he had made an official complaint to Lancaster City Council regarding the long outstanding decision on the Brewers Barn development (**16/00335/OUT:** Outline application for the erection of 158 dwellings). Councillor Smith made it clear that he had done so as a local resident and not as a Town Councillor.

Members then considered the following planning applications:

Application No:	Description
19/01445/FUL	Change of use of hotel, shop and estate agency to hotel, 3 shops, estate agency & microbrewery/pub; installation of a new ground floor and first floor Juliet balcony; entrance gate to the Haws Hill elevation & alterations to existing window openings to create enlarged openings & new doorways to the internal yard & Haws Hill elevations – Royal Station Hotel, Market Street Carnforth LA5 9BT <b>Recommendation: Support in Principal</b>
20/00037/FUL	Erection of two-storey extension to existing office accommodation & siting of 1 portacabin – WCF fuels North West, Station Goods Yard, Warton Road, Carnforth <b>Recommendation: Support in Principal</b>



## Town Development & Planning Committee

Application No:	Description
20/00059/FUL	Erection of 3 industrial buildings & construction of internal roads & parking areas – Ironworks House, Warton Road, Carnforth <b>Recommendation: Seek to discuss the application further with the Planning Authority caseworker</b>
<b>Temporary prohibition of traffic order:</b> B6254 Kellet Road, Carnforth from No:22 to junction with Price Avenue – Prohibition from 0001 until 2359 on Sunday 23 <sup>rd</sup> February; and Sunday 1 <sup>st</sup> March or until completion. Pedestrian access will be restricted for approx. 30 minutes whilst bridge is lifted out and approx. 30 minutes while new bridge is fitted. <b>Recommendation: Noted</b>	

20006 **Options to improve/enhance the town:** Members suggested the following matters:

Road signs for Gummers Howe Community Centre which is now in regular use for community events;

- 1) **Planters:** The Outdoor Maintenance Officer will relocate the planters that had been removed by Lancashire County Council and plans will be made to purchase additional planters to be installed at various locations around the town. It was suggested that local schools may consider 'adopting' a planter.

The 'Owl' planter needs attention as it is showing significant wear and tear.

The Outdoor Maintenance Operative that he has now established a schedule for maintaining and replanting the Town's planters.

- 2) **Flags, Banners and advertising boards:** It is suggested that a variety of flags and banners be attached to lampposts between Crag Bank and Tesco stores aimed at welcoming people into the town and as a way of providing informing about the town's heritage and activities. There was also a further discussion about the installation of stand-alone advertising boards.

Lancashire County Council will need to be informed of any plans going forward and their advice and support sought.

- 3) **Pocket Park:** Councillor Holbrook presented his latest plans for a pocket park at Windermere Road, which includes the installation of a park bench and planting of trees. Members supported the idea. **ACTION:** Advise Lancaster City Council and seek their permission and support for the scheme.



## Town Development & Planning Committee

- 4) **VE Day 75:** It was reported that Carnforth Rotary, the local schools and 2246 Squadron had expressed ideas and support for VE Day 75 celebrations over the weekend of 8<sup>th</sup> – 10<sup>th</sup> May. The Town Council plans to support/enable proposed events rather than take a direct lead but would have some involvement in them. Plans will need to be coordinated in the coming weeks, under the banner of *"Carnforth: VE Day 75th Anniversary – A Shared Moment of Celebration"*.
- 5) **Suggested new events for the town:** Councillor Watkins suggested possible new events for the town including a Transport Festivals celebrating all forms of public transport and the towns heritage; a Trade Show and promoting Holiday Accommodation; Park Runs and a Festival of Light,

It was **RESOLVED** that action be taken on the above matters in the short-term, where necessary, and that plans be developed for some of the longer term ideas taking account of associated risks, costs and benefits.

20007 **Public Realm matters:** It was reported that the Town Mayor will be meeting with Carnforth Cricket Club with a view to arranging a Clean-up day. Plans will also be developed for a litter pick along a stretch of the canal.

The Town Clerk provided an update on the developing plans for the Crag Bank play area and surrounding area.

20008 **Updates on activities and actions:** Members considered updates on ongoing actions and activities including:

- 1) **Neighbourhood plan:** It was reported that there had been a further delay in the completion of the design codes technical support, which is now expected by the end of February. Councillor's Smith and Watkins and the Town Clerk recently met with Lancaster City Council officers to discuss the completed Housing Needs Assessment. Several comments and suggested amendments were made which have now been forwarded to AECOM technical for consideration.
- 2) **Lancashire Partnership Volunteer Scheme:** The Town Council has not been informed of any progress. **ACTION:** Town Clerk to contact the scheme coordinator.

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



# Town Development & Planning Committee

A handwritten signature in black ink, which appears to read "Robert Bowler". The signature is written over a thin horizontal line.

**Town Clerk**

**15 February 2020**

**Tel: 07846 256 006**

**Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)**



## Asset Management Committee

### Minutes of the meeting held on 4<sup>th</sup> February 2020 at 5:00pm at the Council Offices, Market Street, Carnforth

**Present:** Councillors Branyan; Parker and Watson

**In attendance:** Bob Bailey, Town Clerk; Rik Marsden, Civic Hall Manager; Terry Allum  
Outdoor Maintenance Operative

20001 **Apologies:** Apologies were received from Councillor Bromilow

20002 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

20003 **Minutes:** It was **RESOLVED** that notes of the meeting held on 3<sup>rd</sup> December 2019 be approved.

20004 **Urgent Business:** Members had been previously informed that the Civic Hall was inspected on 27<sup>th</sup> January 2020 and a valuation of the Market Value of the building subsequently received.

With the benefit of this information and the recent options survey of the building a task group is to be established to consider the implications, options and plans for the future of the Civic Hall.

20005 **Public Discussion:** No members of the public were present at the meeting.

20006 **Asset Register:** The Town Clerk presented an updated Asset Register of all the Council's assets located at the Carnforth Town Council offices, the Civic Hall and outdoors. The report had been produced using the Scribe accounting system and as a direct result of the work carried out by Councillor Watson, the Town Clerk and the Civic Hall Manager. The report sets out the asset description, its location and valuation and provides a detailed and permanent record that will form part of the Council's end of year accounts. The total value of the assets (excluding the Civic Hall) amounts to £66,739.

After some discussion, it was **RESOLVED** that the Town Council be recommended to formally adopt the Asset Register at the annual meeting of the Town Council in May and that arrangements be put in place to undertake a review every six months.





## Asset Management Committee

20007 **Outdoor Maintenance:** Members were informed by the Outdoor Maintenance Operative that he has now established a schedule for maintaining and replanting the Town's planters. Following the Town Development and Planning Committee he will be relocating the planters that had been taken down by Lancashire County Council and, in due course, other planters will be installed.

Plans are being made to restore the 'Owl' planter which is now showing significant wear and tear.

All work is currently being done within the Outdoor Maintenance Operative's contracted hours, but this may need to be reviewed as plans put forward by the Town Council are developed and achieved.

After some comments it was **RESOLVED** that the Outdoor Maintenance Operative be thanked for his valuable work around the town.



## Asset Management Committee

20008 **Carnforth Civic Hall:** The Civic Hall Manager reported on the following matters:

- 1) All PAT testing of Council electrical equipment will be completed by the end of February;
- 2) Following approval by the Asset Management Committee an electrician is being engaged to carry out essential work to wire the new bathroom fans and to replace the exterior flood lights with modern LED lights. An emergency light outside the generator room is also to be installed;
- 3) The outside of the Civic Hall needs pointing;
- 4) The Civic Hall Manager wishes to make alterations to the kitchen in his flat which will involve having a radiator moved and new worktops installed. The Civic Hall Manager said that he would personally pay for the worktops and installation and requests that the Town Council covers the cost of relocating the radiator. It was suggested that these could be considered further by the task group;
- 5) The Civic Hall would benefit from being promoted more in noticeboards, on the website and on social media.

After some comments, Members thanked the Civic Hall Manager for the update, and it was **RESOLVED** that appropriate action be taken to address the matters raised.

20009 **Date of next meeting:** The next meeting of the Asset Management Committee will be Tuesday 3<sup>rd</sup> March 2019. The meeting closed at 5:40pm



# Finance and Governance Committee

## Minutes of the Finance & Governance Committee held on Wednesday 12<sup>th</sup> February 2020

**Present:** Councillors Grisenthwaite (Chair); Branyan; Bromilow; Gardner and Jones

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

20001 **Election of Committee Chair and Vice-Chair:** Councillor Gardner confirmed that he had stood down as Chair of the Finance & Governance Committee. It was then proposed and **RESOLVED** unanimously that Councillor Grimshaw be elected Chair and Councillor Jones Vice-Chair for the remainder of this Municipal year.

20002 **Apologies:** Apologies were received from Councillor Parker.

20003 **Declarations of Interest and Dispensations:** There were no declarations of interest relevant to items on the agenda.

20004 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 8<sup>th</sup> January 2020 be approved.

20005 **Urgent Business:** Members had been previously informed that the Civic Hall was inspected on 27<sup>th</sup> January 2020 and a valuation of the Market Value of the building subsequently received. With the benefit of this information and the recent survey of the building, a task group is to be established to consider the implications, options and plans for the future of the Civic Hall. Councillor Grisenthwaite will act as Chair of the task group which will include Councillors Branyan; Bromilow and Watson and the Civic Hall Manager. The Clerk reported that Councillor Armstrong had also expressed an interest in being part of this task group.

There was a discussion about the annual Sports Day and whether the Town Council should contribute towards the cost of this event. It was felt that if the Town Council is to make a donation towards the cost it should be made clear that there is no guarantee that this will be done every year and that there will be an expectation that the Sports Day be 'self-sufficient' in future years. Any support going forward may be in the form of representatives of the Town Council providing manpower on the day.

Councillor Gardner reported that he had received a letter from the Pensions Regulator requiring the Town Council to finalise the pensions requirements before the financial year end.

20006 **Public discussion:** No members of the public were present.



## Finance and Governance Committee

20007 **Payments List:** The Town Clerk presented Members with the Payments List for recommendation to the February meeting of the Town Council. The Town Clerk reported that the annual cost for the Scribe Accountancy package was unchanged from the previous year. The package has been invaluable in providing up-to-date financial monitoring reports and in the budget preparation as well as the recording of day-to-day payments and receipts transactions and monthly bank reconciliations. The system has also been used to: create orders for good and services and sales invoices (Civic Hall hire etc); establish a permanent record of the Town Council's assets and in managing VAT reconciliations and refunds.

The payment list also includes consultancy fees to 31<sup>st</sup> March 2020 for the development of the Carnforth Neighbourhood Plan – the cost of which has been fully met from successful funding bids.

After some comments and questions, it was **RESOLVED** that the payment list be **recommended** for approval by the Town Council.

20008 **Year-end procedures and audit:** The Town Clerk gave a brief overview of the end of year procedures including the annual receipts and payments accounts; completion and approval of the Annual Governance and Audit Return (AGAR); year-end bank reconciliation and explanation of any significant variances between 2018/19 and 2019/20 financial years. The arrangements for the annual internal and external audits were also explained and Members asked to consider the appointment of the Internal Auditor responsible for reviewing the 2019/2020 accounts and supporting documents and the Town Council's governance and internal control arrangements.

It was reported that the Town Clerk will aim to present the audited accounts and AGAR to the May meeting of the Town Council so that they can be submitted to the external auditors in line with statutory deadlines (end of June).

After some comments it was **RESOLVED** that the end of year requirements and procedures be noted and that the Town Council be **recommended** to appoint Derek Whiteway CPFA as the Town Council's Internal Auditor for 2019/2020.



## Finance and Governance Committee

20009 **Updates on activities:** The Town Clerk reported that all information to meet the criteria for the Foundation Award of the Local Council Awards scheme will be ready for submission by 31<sup>st</sup> March. A large amount of information is already in place to meet the Quality Award criteria which should put the Council in a good position to make a submission for this award in 2020/21.

Councillor Gardner reported that new Bus Shelters at Back Lane and Lancaster Road will be installed on 25<sup>th</sup> March. County Highways have been informed of the installation and arrangements will be made to promote the 'opening' of the bus shelters.

The Town Clerk reported that no further progress had been made with the installation of CCTV as the planned meeting between Vodafone and Lancaster City Council had been postponed. It was hoped that there will be a further update soon.

20010 **Date and time of next meeting:** The next meeting of the Finance and Governance Committee will be held on Wednesday 11th March 2020 at 5:15pm

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**

**14 February 2020**

**28 Wilson Grove, Heysham, Morecambe, LA3 2PQ**

**Tel: 07846 256 006; Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)**

**Carnforth Town Council**  
**DRAFT PAYMENTS LIST 274 TO 296**

Voucher	Cheque	Code	Name	Description	Amount
274		39 - Software	Scribe	Scribe Annual Subscription	416.40
			<i>Scribe accounting system.</i>		
275		4 - Cleaning	Dazzling windows	Cleaning	30.00
276		33 - Film Night	On a Roll	Films	75.00
277		66 - Neighbourhood Plan Develo	Troy Hayes Design	Carnforth Neighbourhood Plan	3,648.36
278	Direct Debit	3 - Water rates	Waterplus	Water and wastewater	381.45
279		26 - PAYE	HMRC	PAYE	538.91
280		33 - Film Night	On a Roll	Films	198.00
281		5 - Repairs & Maintenance	Screw Fix	Repairs and maintenance	55.18
282	Direct Debit	36 - Broadband	IONOS	ICT	21.55
283		4 - Cleaning	Thomas Graham	Repairs and maintenance	173.16
284		18 - Town Clerk	Bob Bailey	Salary	839.23
285		21 - Town Clerk	Bob Bailey	Expenses	1.50
286		19 - Outdoor Maintenance Office	Terry Allum	Salary	283.67
287		19 - Outdoor Maintenance Office	Terry Allum	Expenses	26.10
288		20 - Civic Hall Manager	Rik Marsden	Expenses	15.00
289		20 - Civic Hall Manager	Rik Marsden	Salary	923.92
290		22 - Outdoor Maintenance Office	Terry Allum	Repairs and maintenance	87.04
291	Direct Debit	36 - Broadband	Plusnet	Broadband	28.73
292	Direct Debit	36 - Broadband	Plusnet	Broadband	28.20
293	Credit Card	45 - Postage	Royal Mail	Postage	10.53
294	Credit Card	38 - Domain & Web-hosting	IONOS	ICT	10.79
295	Credit Card	48 - Stationery	Staples	Stationery	30.17
296		70 - Service Charge	Lloyds Bank	Service Charge	3.00
			<i>Credit card</i>		
<b>TOTAL</b>					<b>7,825.89</b>