



Finance and Governance Committee

PRESS AND PUBLIC ARE WELCOME TO ATTEND

**Summons to attend meeting on Wednesday 11th March 2020 at 5:15pm
at the Council Offices, Market Street Carnforth**

- 20011 To receive apologies for absence
- 20012 To receive declarations of interest and/or dispensation requests
- 20013 To consider Minutes of the meeting on Wednesday 12th February 2020
- 20014 To consider items of urgent business
- 20015 To adjourn the meeting for a period of public discussion
- 20016 To consider Payments list (to follow)
- 20017 To consider updates on activities:
 - a) Installation of bus shelters
 - b) Civic Hall Task group
 - c) Eden project meeting
- 20018 To consider date and time of next meeting. Wednesday 8th April 2020 at 5:15pm

A handwritten signature in black ink, appearing to read 'Robert B. Bailey', with a horizontal line underneath.

Town Clerk

06 March 2020

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforhtowncouncil.org



Finance and Governance Committee

Minutes of the Finance & Governance Committee held on Wednesday 12th 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 8th January 2020 be approved.

20005 **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 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 31st 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 31st 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 25th 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

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Town Clerk

14 February 2020

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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