



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend the meeting of Carnforth Town Council. Due to the Covid19 pandemic and related restrictions the meeting will be held remotely using the Zoom Cloud meetings application on Wednesday 20<sup>th</sup> May 2020 at 6:30pm**

**Members of the public wishing to attend the meeting may do so by contacting the Town Clerk who will provide information on how the meeting will be conducted and a secure link to access the meeting**

- 20035     **Apologies for Absence:** To receive apologies for absence
- 20036     **Declaration of Interests:** To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 20037     **Urgent Business:** To adopt the Remote Meetings Policy (See Agenda Pack) and consider other items of urgent business not on the agenda
- 20038     **Minutes:** To consider draft Minutes of the meeting held on Wednesday 18<sup>th</sup> March 2020 (see Agenda Pack). Note: No formal meeting of full Council was held in April due to the Coronavirus pandemic
- 20039     **Public Participations & Information only updates:** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
- 1) Public discussion: Chair of Carnforth Business Network
  - 2) Action plan / Record of decisions update (See Agenda Pack)
  - 3) Correspondence (see Agenda pack)
  - 4) Members updates and actions
    - a) Town Mayor
    - b) General matters and issues
      - o Covid-19 (Coronavirus) latest updates and activities
  - 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



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

20040

**Planning Applications, Temporary Road Closures:** 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
20/00453/VCN	Demolition of existing building and erection of three 3-bedroom dwellings; 24 – 30 Preston Street Carnforth LA5 9BY
20/00476/FUL	Erection of an attached garage to side elevation; 12 Calder Close, Carnforth, Lancashire LA5 9UT

20041

**Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (See Agenda pack)

20042

**Asset Management Committee:** To consider report of the Asset Management Committee held on 7<sup>th</sup> April 2020 (See Agenda pack)

20043

**Town Development and Planning Committee:** To consider report of the Town Development and Planning Committee held on 4<sup>th</sup> May 2020 (See Agenda pack)

20044

**Finance & Governance Committee:** To consider report of the Finance & Governance Committee held on 13<sup>th</sup> May 2020 (See Agenda pack)

20045

**Date of next meeting:** - Wednesday 17<sup>th</sup> June commencing at 6:30pm

Town Clerk

15 May 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 18<sup>th</sup> March 2020

**Present:** Councillors Bromilow (Town Mayor); Armstrong; Branyan; Gardner, Grisenthwaite; Holbrook; Jones, Parker, Reynolds and Watson

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

20024 **Apologies:** Apologies were received from Councillors Smith and Watkins and Ward Councillors Guilding and Yates and County Councillor Williamson.

20025 **Declarations of Interest and Dispensations:** Councillor Gardner declared an interest on relation to planning application 20/00159/FUL. Councillor Jones was given dispensation to comment on any matters relating to the Salvation Army or Carnforth Carnival Committee.

20026 **Urgent Business:** Members were asked to approve the purchase of a mower for use by the Outdoor Maintenance Operative. After some discussion, it was **RESOLVED** that, subject to implications of the coronavirus pandemic, the Town Clerk and Outdoor Maintenance Operative arrange for the purchase of a mower to be used to maintain grassed areas around the town as required.

20027 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 19<sup>th</sup> February 2020 be approved.

20028 **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.

- 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 action and 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,
- b) **General matters and issues:** The Town Mayor and Town Clerk reported that if, as expected, the Country was placed in lockdown due to the escalating coronavirus pandemic, the Town Council needs to make decisions about operations in the coming weeks and months.

There was then a discussion and resolution on the following matters:

- 1) Council offices and Civic Hall to close for a period of three months, subject to review;
- 2) Council to purchase Zoom Pro - Cloud Meeting software for at least the period of the expected lockdown;
- 3) A Scheme of Delegation to be agreed to manage operations and payments during the lockdown;
- 4) Standing Orders to be suspended for a period of three months (or less subject to review) to allow weekly meetings to be held of the Town Council to consider and deal with Covid19 matters affecting the town and the wellbeing of Members and staff;
- 5) Town Clerk to work from home until further notice;
- 6) Civic Hall Manager to carry out general maintenance at the Civic Hall and Council Offices during lockdown;
- 7) Outdoor Maintenance Operative work to continue but will be subject to restrictions to be announced by the Government and monitored in conjunction with the Town Clerk;
- 8) Town Council to support the Carnforth and surrounding areas Covid19 support group, including the design and printing of 3,000 leaflets to be distributed throughout the town offering services to vulnerable people on request;
- 9) Town Council to work in collaboration with City and County Councils, Integrated Care Community and other agencies to provide support communications and advice to residents, businesses and the wider local community

- 10) Town Council to work with local businesses to agree arrangements for residents in lockdown being provided with essential goods and services.

In other matters the following was reported:

- 1) Further meeting held with Booths management to discuss extending free parking to three hours. A response is awaited;
- 2) Good progress is being made by the Civic Hall task group. Three contractors have been invited to provide quotations to carry out a schedule of urgent works. Councillor Watson will be working on drafting a programme for routine planned maintenance. Further consideration to be given at the Asset Management Committee meeting scheduled for 7<sup>th</sup> April;
- 3) Councillor Watson provided an update on the latest position with plans for the development of Crag Bank play areas and surrounding grounds. An Annual Meeting for the Friends of Crag Bank Play Area is being arranged so that a Committee and constitution for the group can be established. A variety of grant funding opportunities will be considered;
- 4) Local schools have agreed to be involved in planned events to commemorate VE Day 75 on 8<sup>th</sup> May, although it was acknowledged that these may be subject to cancellation due to expected COVID19 lockdown.
- 5) Councillor Grisenthwaite reported on a positive meeting with Councillor Reynolds and staff from Lancaster City Council on the developing Eden Project and associated plans for Carnforth going forward. It was clear that there will be opportunities for the town that will require development of its vision and ambitions as part of the emerging Carnforth Neighbourhood Plan.
- 6) Following payment of two bus shelters further work is needed to ensure that planning applications and County Council permissions are in place. The Outdoor Maintenance Operative will be tasked with building a base for one of the bus shelters;
- 7) Carnforth Cricket Club have completed the new footpath and other general environmental works. The Town Council will arrange for the planting of trees in the area

- 5) **Reports of Ward and County Councillors:** City Councillor Reynolds Councillor Reynolds provided a detailed update on the preparations being made by Lancaster City Council to support the district throughout the coronavirus crisis and beyond. Ward Councillors will provide necessary liaison with the City Council on activities that may have an impact on the town, operational and financial support available and collaboration across the district with town and parish councils and community groups.
- 6) **Reports from task groups and outside bodies/committees:**
- a) **Carnforth Business Network (CBN):** Nothing to report
  - b) **Carnforth & District Twinning Association:** Councillor Parker had previously circulated a report of the meeting held on 3<sup>rd</sup> February. The Town Council were thanked for allowing the twinning association to operate the bar on the monthly film nights, which will continue until August. The Association's annual general meeting was held at The County Hotel 2<sup>nd</sup> March.
  - c) **Quarry Liaison:** Councillor Parker had previously circulated Minutes of the meetings held with Tarmac and Aggregate Industries held on 3<sup>rd</sup> March. Work on the viewing platform is due to commence in April. Both quarries are working together to ensure that roads and footpaths are clear of aggregate from lorries leaving the quarries. Aggregate industries continue to lobby Lancaster City Council regarding the Lancaster Local Plan and any development that might affect the Safeguarding of Minerals and operation of the quarry site. It was reported that the potential housing development had now been removed from the Local Plan.
  - d) **Carnforth Neighbourhood Plan:** The Town Clerk informed Members that the draft Design Code was received at the end of February and the 55 page document has been circulated to the Neighbourhood Plan Working Group for comment.
  - e) **Carnforth Carnival Committee:** Councillor Jones had been unable to attend the last meeting of the Committee, although it was known that plans for this year's Carnival may have to be put on hold due to Covid19.

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

20029 **Planning Applications/Road Traffic Orders:** Members considered the following planning applications and road traffic orders:

Application No:	Description
20/00159/FUL	Installation of replacement roof arrangements] to create fourth floor accommodation – Hillcroft Nursing Home, North Road, Carnforth LA5 9LX

After some discussion, it was **RESOLVED** that as recommended by the Town Development & Planning Committee the planning applications be supported in principle but that a request be made that the developers consider a 'parking management' system to help traffic flow along North Road.

20030 **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 permitted, one refused and eight are awaiting a decision.

There was a further discussion and concerns raised about the long delays in planning applications being determined. An approach made to discuss these matters with planning officers had been declined due to stretched resources at Lancaster City Council. It was then **RESOLVED** that the update on planning authority decisions be noted.

20031 **Town Planning & Development Committee:** Cllr Holbrook reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 2<sup>nd</sup> March including a range of options and opportunities to improve and enhance the town and its public realm and other more general activities.

Councillor Grisenthwaite reported on a consultation meeting recently held at the County Hotel concerning the proposed merger of Ash Trees Surgery in Carnforth and Stoneleigh Surgery in Milnthorpe. This merger is likely to have a significant impact on provision and, whilst the merger was supported in principle, reassurances were needed that the merger would result in positive outcomes for the towns residents. Ash trees surgery have been requested to provide an article in a future edition of the *Carnforth Express*.

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

20032 **Asset Management Committee:** Cllr Branyan reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 3<sup>rd</sup> March 2020 including:

- 1) Quotations being sought for urgent remedial work in the Civic Hall and update from the Civic Hall task group (as previously reported on the Town Council Agenda)
- 2) Other general, but essential, maintenance works carried out in the Civic Hall, including the Managers flat;
- 3) Purchase of VE 75 flags for the War Memorial Gardens and Alexandra Park
- 4)
- 5) Asset Register is up to date and will need formal approval at the Annual meeting of the Town Council (subject to lockdown restrictions);

After some comments and questions, it was **RESOLVED** that the report of the Asset Management Committee be noted and approved.

20033 **Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 11<sup>th</sup> March 2020 including:

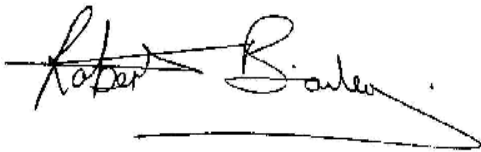
- 1) Support from the Town Mayor and Councillor Watson for a contribution of £500 towards the purchase and installation of defibrillator at Crag Bank Village Hall. Crag Bank Village Hall Committee to complete and submit a Community Benefit Fund application;
- 2) Review of the Town Council's risk management arrangements and risk log to be considered as required as part of the annual governance arrangements and considering the coronavirus pandemic;
- 3) £500 be awarded to the Sports Day Committee towards the cost of the 2020 Sports Day event (or 2021 if cancelled this year) with an expectation that future events be 'self-sufficient';
- 4) Members considered the Payments List for February and after some questions it was resolved that the Town Council be recommended to approve all payments.
- 5) Update on installation of bus shelters at the Canal Turn, Lancaster Road and Back Lane (as reported on the Town Council Agenda)



- 6) Report from Councillor Watson on the potential additional cost, above allocated budget (£4,000) for the essential remedial works needed at the Civic Hall;
- 7) Meeting with representatives from Lancaster City Council regarding plans and ambitions for Carnforth as part of the developing Eden project (as reported on the Town Council Agenda)

After some comments and questions, it was **RESOLVED** that the report of the Finance and Governance Committee report be noted and that the payments as set out and recommendation made be approved.

20034 **Date and time of next meeting:** The next meeting of the Town Council is scheduled for **Wednesday 15th April 2020** but will be subject to Government announcement relating to the coronavirus pandemic. The meeting closed at 8:20pm.

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

**Town Clerk**

**25<sup>th</sup> March 2020**

**Tel: 07846 256 006;**

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

## Action Plan / Record of decisions

Council/Committee	Activity	Resolution	Notes	Status	Due Date	Priority	Owner
Carnforth Town Council	Establish a specific scheme of delegation for the period of the Coronavirus outbreak	For the period of the Coronavirus lockdown meetings be held remotely and decisions relating to the Covid19 crisis and operational matters – outside the scope of the Town Clerk's delegated authority - will be delegated to Cllrs Bromilow; Branyan; Grisenthwaite and Watkins (Covid 19 Committee)	All Councillors unanimously agreed. Weekly video-conferencing meetings will be held by the Covid19 Committee to the full Council meetings	Completed	31/03/20	High	All
Carnforth Town Council	Budget	A Covid19 Fund of £500 be established from existing balances	All Councillors unanimously agreed. Members to note that expenditure from this fund will be in accordance with Section 137 of the LGA 1972 Act	Completed	30/04//2020	Medium	All
Carnforth Town Council	Risk Assessment		Produce a risk assessment for Covid19 period	In Progress	30/04/20	Medium	Town Clerk
Carnforth Town Council	Small Business Rate Relief	Submit an application for Small Business Rate Relief for Carnforth Civic Hall	Bid was successful - £10,000 awarded	Completed	30/04/20	High	Town Clerk
Carnforth Town Council	Year end procedures		Town Clerk to work through year-end checklist and procedures	Completed	30/04/20	High	Town Clerk
Carnforth Town Council	Consider the duties of the Outdoor Maintenance Officer	Outdoor Maintenance Officer to continue to carry out usual duties but in line with NHS guidelines	Any issues to be reported to the Town Clerk	Completed	30/04/20	Medium	Town Clerk
Carnforth Town Council	Coronavirus Regulations 2020	Members considered the new regulations and resolved: that the annual parish meeting of the Town Council be cancelled; that the Mayor continues until the next annual meeting in May 2021; that formal monthly meetings of the Town Council be held remotely until further notice, with members of the public allowed to attend under special conditions set out in Regulation 5(2) of the 2020 regulations	Town Clerk to make the necessary arrangements for the May meeting of the Town Council	Completed	30/04/20	High	Town Clerk



## Correspondence – May 2020



Date	Sender	Topic
08/04/2020	Cllr Watkins	Lancashire Resilience Forum Update
08/04/2020	Lancaster City Council	Covid 19 Reporting concerns
08/04/2020	Locality	Changes to Neighbourhood Planning due to Covid 19
08/04/2020	Town Clerk	VE Day 75
09/04/2020	Lancaster City Council	Covid 19 Liaison & Volunteer Declaration form
09/04/2020	Lancaster City Council	Civic leaders briefing on City Council COVID-19 Response
10/04/2020	Lancaster City Council	COVID19 Support Network Meeting Notes
10/04/2020	Town Clerk	Request for the cancellation of April full council meeting
11/04/2020	Cllr Watkins	Lancashire Resilience Forum Update
14/04/2020	KCS Developments	Potential Development Site at Scotland Road, Carnforth - Monthly Update
14/02/2020	Town Clerk	Tesco Bags – Community Help project
15/04/2020	In the Know – Lancashire	Urgent Recruitment For More Paid Carers
15/04/2020	Town Clerk	Small Business Support Grant
15/04/2020	Integrated Care Community	Identifying vulnerable people in the community
16/04/2020	Cllr Watkins	Lancashire Resilience Forum Update
16/04/2020	Integrated Care Community	Community Offers Bulletin
15/04/2020	Town Clerk	Small Business Support Grant Award
18/04/2020	Town Clerk	Draft Remote Meeting Policy
19/04/2020	Lancaster City Council	Civic leaders briefing on City Council COVID-19 Response
20/04/2020	Cllr Watson	Carnforth Town Council Maintenance Planner
20/04/2020	Lancaster City Council	COVID19 - Community Support Network meeting notes
20/04/2020	Cllr Watkins	Lancashire Resilience Forum Update
20/04/2020	Lancaster City Council	Fly-tipping
20/04/2020	Lancaster City Council	Information on vulnerable people
20/04/2020	County Cllr Williamson	Canal bridge Over Kellet
21/04.2020	Lancaster City Council	Grounds Maintenance and weed management
22/04/2020	Cllr Watkins	Lancashire Resilience Forum Update
23/04/2020	Town Clerk	Mayoralty 2020
24/04/2020	Resident	5G



## Correspondence – May 2020



Date	Sender	Topic
24/04/2020	Westmorland General Hospital	COVID-19 testing for key workers
25/04/2020	Lancaster City Council	COVID19 - Community Support Network meeting notes
27/04/2020	Cllr Grisenthwaite	Carnforth Citizen of Merit Award – Week 1
28/04/2020	Lancashire Police	Action taken at Crag Bank
28/04/2020	Integrated Care Communities	Community Support Bulletin
28/04/2020	Cllr Watkins	Lancashire Resilience Forum Update
29/04/2020	Town Clerk	Carnforth VE Day 75 stay at home street party
30/04/2020	Cllr Watkins	Lancashire Resilience Forum Update
01/05/2020	Town Clerk	Town Development & Planning Meeting
01/05/2020	Cllr Watkins	Lancashire Resilience Forum Update
04/05/2020	County Cllr Williamson	Lancashire County Council updates
04/05/2020	Lancaster City Council	Plants project
05/05/2020	Integrated Care Communities	Community Support Bulletin
06/05/2020	Lancaster City Council	Community Initiatives
07/05/2020	County Cllr Williamson	Carnforth Waste Recycling Centre
07/05/2020	Lancashire County Council	Public Rights of Way - Local Delivery Scheme 2020/21
10/05/2020	Cllr Watkins	NHS bench
10/05/2020	Town Clerk	Finance & Governance Committee
11/05/2020	Cllr Watkins	Lancashire Resilience Forum Update
12/05/2020	Lancaster City Council	Planning application 20/00453/VCN
12/05/2020	Lancaster City Council	Planning application 20/00476/FUL
12/05/2020	Lancashire County Council	Waste and Recycling Centres re-opening
13/05/2020	Lancaster City Council	UK Government Covid-19 Recovery Strategy
14/05/2020	Carnforth Business Network	Safer Public spaces
15/05/2020	Cllr Watkins	Lancashire Resilience Forum Update
15/05/2020	Town Clerk	Decision notice – Planning application 16/00335/OUT



# Planning Application Comments & Decisions May 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	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>19/01141/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	Application Permitted
<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	Application Permitted
<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	Application Permitted
<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	Application Permitted
<b>19/01485/FUL:</b> 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	Support the planning application in principle	Application Permitted



# Planning Application Comments & Decisions May 2020



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>20/00059/FUL:</b> Erection of 3 industrial buildings and construction of internal roads and parking areas - Ironworks House, Warton Road, Carnforth	Comment on the application & arrange to meet with Planning Officer to discuss	Awaiting Decision



## Asset Management Committee/Civic Hall TG

**Minutes of the meeting held on 7<sup>th</sup> April 2020  
at 5:00pm online Zoom meeting**

**Present:** Councillors Branyan; Bromilow, Parker; Watson and Grisenthwaite (Chair)

**In attendance:** Cllr Holbrook;

20019 **Apologies:** Apologies were received from Cllr Armstrong & Rik Marsden, Civic Hall Manager

20020 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

20021 **Minutes:** It was **RESOLVED** that notes of the meeting held on 3<sup>rd</sup> March 2020 be approved.

20022 **Urgent Business:** Cllr Parker asked if the two VE 75 flags ordered by the Town Clerk had been received. It was **RESOLVED** that Cllr Branyan would follow up.

20023 **Public Discussion:** No members of the public were present at the meeting.

20024 **Asset Register:** The Asset Register is currently up to date and will be reviewed by Cllr Watson; Town Clerk and Civic Hall Manager in January and June each year.

20025 **Outdoor Maintenance:** No report was received from the Outdoor Maintenance Operative.

20026 **Carnforth Civic Hall:** At the meeting of the Civic Hall Task Group (TG) held on 17 March, Cllr Watson undertook to obtain at least 3 quotations from local builders to carry out the refurbishment of the Civic Hall within a 12 month period as identified in the Condition Report prepared by John Coward Architects in November 2019. Six quotations were requested, 5 from local companies. Three quotations/estimates were received. Only two companies (Dalton Building & Kitchens and RJM Joinery) supplied a quote/estimate for all 12 items of work. RJM didn't add a cost for hire of scaffolding and the TG estimated this to add £1000 to their estimate. RJM advised that a full inspection would be required before they were able to give an estimate for item B12 to inspect the flat roof above the southeast meeting room to determine cause of water ingress leading to damage to internal finishes. A figure of £200 was assumed in line with the quotation received from DBK. RJM also supplied an estimate of £500 for the additional work to seal two fixed windows behind the oil tank. The likely cost for RJM to complete all 13 items is anticipated to be £7645 plus VAT.



## Asset Management Committee/Civic Hall TG

JCA estimated that to complete the work for the original 12 items would cost £4030. It was **RESOLVED** that as RJM was a local company based in Crag Bank that they should be offered the contract to carry out the work subject to approval of funds by Full Council. Cllr Watson will speak to RJM to discuss when they would be able to commence the refurbishment if offered the contract and has offered to project manage the refurbishment work.

Cllr Holbrook has proposed that the TG look into the acquisition of the land off Kellet Road by the Canal Bridge, on the opposite side to the Civic Hall, to use as car parking (<https://www.google.co.uk/maps/place/Carnforth/@54.1266312,-2.7643406,113m/data=!3m1!1e3!4m5!3m4!1s0x487c62b6f3984b61:0x17dcdf1649eea456!8m2!3d54.127363!4d-2.768112>).

The site is owned by Homes England, who propose to construct six houses on it, although they have yet to apply for planning permission. The land is ~150m from the Civic Hall, less than two minutes to walk from it to the Hall, and perhaps four minutes to the top of Market Street. It's a fairly large site, perhaps 2500 square metres from looking at it on Google Maps, so it should be large enough for maybe 100 car park spaces. The key question is whether Homes England would be willing to permit the Town Council to acquire this land before or after the development of the main site. Cllr Grisenthwaite suggested that it might be possible to for this land to provide additional parking for shoppers to Carnforth controlled by parking meters in conjunction with Lancaster City Council. It was **RESOLVED** that the matter to be discussed at the next Full Town Council meeting after consultation with Cllr Smith who is currently dealing with parking matters on behalf of the Town Council.

20027 **Date of next meeting:** The next meeting of the joint Asset Management Committee and Civic Hall Task Group to be confirmed. The meeting closed at 5:34pm.





# Town Development & Planning Committee

**Draft Minutes of the meeting held on Monday 4<sup>th</sup> May 2020 at 5:00pm**

**Due to the Covid19 pandemic and related restrictions the meeting was held**

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

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

20010 **Apologies:** There were no apologies

20011 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensations.

20012 **Urgent Business:** Councillor Watson commented on the tree protection order at Keerford View, which Members support in principle. An article on the proposed merger of the Ash Trees Surgery in Carnforth and the Stoneleigh Surgery in Milnthorpe will be included in the next edition of the *Carnforth Express*.

20013 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 2<sup>nd</sup> March 2020 be approved.

20014 **Planning Applications & Policy Matters:** No planning applications or planning policy matters had been received at the time of the meeting.

20015 **Options to improve/enhance the town:** With the onset of the Coronavirus pandemic and the subsequent lockdown, it was recognised that resources had been concentrated on other areas in recent weeks, but the following general updates were provided:

- 1) **Planters:** The Outdoor Maintenance Operative has now re-positioned planters to locations that are acceptable to Lancashire County Council, Highways;
- 2) **Flags, Banners and advertising boards:** No further update;
- 3) **Pocket Park:** Councillor Holbrook is still liaising with Lancaster City Council. A survey of residents will be developed and issued;
- 4) **VE Day 75:** All the planned VE Day 75 events have been cancelled or deferred until VJ Day later in the year. The Town Council is, however, supporting and promoting on social media a 'Stay at home – VE Day 75 party'.
- 5) **Park Run:** No further update on the park fun. Cllr Smith will speak to the Canal and Rivers Trust regarding a small piece of land adjacent to the playground close to the Canal with a view to developing this area at some point in the future;
- 6) **New leisure facilities:** No further update
- 7) **Tourist Information Centre:** No further update



# Town Development & Planning Committee

20016 **Updates on activities and actions:** Members considered any updates on ongoing actions and activities including:

- 1) **Neighbourhood plan:** Little progress in recent weeks - comments from members of the Neighbourhood Plan Working Group on the draft Design Code document issued on 28<sup>th</sup> February are awaited. Further meeting with AECOM on the Design Codes and with the planning consultants and group will be arranged for late May/early June;
- 2) **Lancashire Partnership Volunteer Scheme:** No further update received – Town Clerk to chase up;
- 3) **Litter Picks:** Litter pick along the Canal proposed for 28<sup>th</sup> March was cancelled until further notice;
- 4) **Public Rights of Way:** The Town Clerk informed Members that as yet Lancashire County Council had not been in contact regarding the Local Delivery Scheme for 2020/21 and related funding. A report needs to be submitted to Lancashire County Council relating to associated works in 2019/20 as a condition of the funding. The Town Clerk will work with the Outdoor Maintenance Operative to complete and return.

Councillor Watkins commented on issues that need to be addressed along Footpath 8 and will provide details for the Outdoor Maintenance Operative

- 5) **Crag Bank:** A 'Friends of Crag Bank Play Area Annual General Meeting planned for the 30<sup>th</sup> March was cancelled. A resident's survey on proposals and views of residents relating to the play area and surrounding grounds has now been developed on our behalf by colleagues at Lancaster City Council and details posted on social media and the website.

- 6) **General updates:** No other updates

The meeting closed at 5:45pm

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

**Town Clerk**

**14 May 2020**

**Tel: 07846 256 006**

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



# Finance and Governance Committee

## Minutes of the Finance & Governance Committee held on Wednesday 13<sup>th</sup> May 2020

**Present:** Councillors Grisenthwaite (Chair); Branyan; Jones, Parker and Watson

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

- 20019 **Apologies:** Apologies were received from Councillors Bromilow and Gardner
- 20020 **Declarations of Interest and Dispensations:** Councillor Jones declared an interest on any discussions relating to the Salvation Army and/or Carnforth Festival Committee.
- 20021 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 11<sup>th</sup> March 2020 be approved. (Note: No meeting was held on 8<sup>th</sup> April 2020 due to the coronavirus pandemic)
- 20022 **Urgent Business:** In response to a question from the Chair, the Town Clerk advised that to date no volunteers had claimed expenses whilst supporting residents during the COVID19 lockdown although all had been advised that they sh/could claim mileage based on the AMEC rates (£0.45p per mile) and any incidental expenditure incurred, as agreed by Town Council.
- 20023 **Payments List:** The Town Clerk presented Members with the Payments List for recommendation to the May meeting of the Town Council. Members noted that the payments included invoices for the provision of trade waste and recycling and water and wastewater at Carnforth Civic Hall.
- It was then **RESOLVED** that the payment list be recommended for approval by the Town Council.
- 20024 **Annual Governance & Accountability Return (AGAR):** The Town Clerk presented a paper setting out the revised timetable for the completion, approval and publication of the AGAR for 2019/20 as set out in new regulations (The Accounts and Audit (Coronavirus) Regulations 2020) in response to the Covid-19 pandemic which pushed back the deadline until 31<sup>st</sup> August 2020. The paper out set actions and proposals for the Town Council to meet this requirement being:
- a) Completion of the annual review, internal audit and approval of the accounts at the meeting of the Town Council on 17<sup>th</sup> June 2020;**
  - b) Public right of inspection of the AGAR and supporting documents from Monday 29<sup>th</sup> June to Friday 7<sup>th</sup> August 2020 (30 working days);**



## Finance and Governance Committee

The Town Clerk also presented a first draft of the AGAR and explained the steps that need to be completed prior to the Town Council meeting in June, including:

- a) statutory Annual Internal Audit;
- b) review of internal controls and risks as set out in the Annual Governance Statement (Section 1 of the AGAR);
- c) approval of Accounting Statements (Section 2 of the AGAR);

Members were informed that following the Town Council's approval, the AGAR and all statutorily required supporting papers must be sent to the Government appointed external auditors, with a '*Notification of the Conclusion of the Audit*' and the AGAR including the *External Auditor Report and Certificate* being published **before 1<sup>st</sup>**

**December 2020.**

The Town Clerk then took Councillors through the detailed documentation that he had put together in support of the AGAR and subject to audit, being:

- a) explanation of variances of income and expenditure of more than 15% between 2018/19 and 2019/20;
- b) Bank reconciliation as at 31<sup>st</sup> March 2020;
- c) Summary of receipts and payments by Cost Centre;
- d) Statement of Accounts

The Town Clerk reported that the Scribe accounting system purchased at the beginning of 2019/202 had saved a significant amount of time in preparing for and carrying out the year end procedures. With the experience, it had also flagged up a few areas where small amendments to the code structure would be beneficial from a financial management and reporting viewpoint.

Members asked several questions, after which it was **RESOLVED** that the Town Council be recommended to approve the proposed timetable and be provided with a copy of the first draft of the AGAR at its May meeting, to give all Members the opportunity to consider the expected standards set out in Section 1 – Annual Governance Statement 2019/20 and Section 2 Accounting Statements 2019/20, prior to formal approval at its meeting in June.



## Finance and Governance Committee

20025 **Updates on activities:**

- a) **Bus Shelters:** Cllr Gardner had emailed all Councillors some days before with an update. **ACTION:** Cllr Grisenthwaite will contact Cllr Gardner for any further updates before the meeting of the Town Council on 20<sup>th</sup> May 2020;
- b) **Civic Hall Maintenance work:** Cllr Watson confirmed that following consideration of quotations contractors had now been appointed to carry the essential maintenance works set out in the building condition report commissioned by the Town Council. Unfortunately, work has not yet commenced due to the national lockdown requirements.  
**ACTION:** As restrictions are now starting to relax, Cllr Watson will make enquiries with the contractors about commencement of the works in line with the latest Government guidance.
- c) **Debtors:** In response to a question raised by Cllr Jones, the Town Clerk reported that the Scribe accounting system had been extremely useful in raising and monitoring debtor accounts, mainly relating to the hire of the Civic Hall. Members were informed that, despite this, several accounts remained unpaid at the end of the financial year, despite previous reminders. **ACTION:** Town Clerk to produce a report on outstanding debtors for consideration at the next meeting of the committee.

20026 **Date and time of next meeting:** The next meeting of the Finance and Governance Committee will be held on Wednesday 10<sup>th</sup> June 2020 at 5:00pm

A handwritten signature in black ink, which appears to read 'Robert B. Bailey'. The signature is written in a cursive style with a long horizontal line extending from the end.

**Town Clerk**

**14 May 2020**

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

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

**Carnforth Town Council**  
**DRAFT PAYMENTS LIST 4 TO 23**

Voucher	Cheque	Code	Name	Description	Amount
4		49 - Printing	Bay Typsetters	Printing	600.00
			<i>April Coronavirus 2020 edition x 3000 copies</i>		
5		50 - Distribution	Bay Typsetters	Printing	360.00
			<i>April Coronavirus 2020 edition x 3000 copies</i>		
6		79 - Printing	Bay Typsetters	Printing	250.00
			<i>A5 printed cards x 3500</i>		
7		33 - Film Night	Bay Typsetters	Printing	36.00
8	Credit Card	38 - Domain & Web-hosting	IONOS	ICT	28.75
9	Credit Card	48 - Stationery	Staples	Paper supplies	18.90
10		46 - Telephone	3	Telephone	10.00
11	Credit Card	16 - Town Development & Planni	Midland Flags	Flags	28.97
			<i>VE Day flags</i>		
12		6 - Waste & Recycling	Lancaster City Council	Trade waste	669.56
			<i>Annual trade waste</i>		
13		80 - PAYE	HMRC	PAYE	527.91
			<i>Tax period 1</i>		
14		5 - Repairs & Maintenance	Thomas Graham	Repairs and maintenance	103.60
15		3 - Water rates	Waterplus	Water and wastewater	324.50
			<i>27th January - 19 April 2020</i>		
16		38 - Domain & Web-hosting	IONOS	ICT	21.55
			<i>May 2020</i>		
17		61 - Grounds Maintenance	Tattersall's	Grounds Maintenance	159.25
18		18 - Town Clerk	Bob Bailey	Salary	863.73
			<i>Tax period 1</i>		
19		19 - Outdoor Maintenance Office	Terry Allum	Salary	283.87
			<i>Tax period 1</i>		
20		17 - Civic Hall Manager	Rik Marsden	Salary	932.68
			<i>Tax period 1</i>		
21		22 - Outdoor Maintenance Office	Rik Marsden	Salary	15.00
			<i>Tax period 1</i>		
22		45 - Postage	Royal Mail	Postage	6.00
23		36 - Broadband	Broadband	ICT	28.30
<b>TOTAL</b>					<b>5,268.57</b>

# Annual Governance and Accountability Return 2019/20 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))