



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 15th July 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

- 20057 **Apologies for Absence:** To receive apologies for absence
- 20058 **Declaration of Interests:** To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 20059 **Urgent Business:** To consider other items of urgent business not on the agenda or under consideration by Committees
- 1) Weeds management and grass cutting
- 20060 **Minutes:** To consider draft Minutes of the meeting held on Wednesday 22nd June 2020 (see Agenda Pack). Note: This meeting was held remotely due to the Coronavirus pandemic
- 20061 **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
 - 2) Action plan / Record of decisions update
 - 3) Correspondence (see Agenda pack)
 - 4) Members updates and actions
 - a) Town Mayor
 - b) Covid-19 (Coronavirus) latest updates and activities
 - c) Eden North Project
 - d) General matters and issues
 - 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



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

20062 **Annual Governance & Accountability Return (AGAR) 2019/20:** To consider for approval Annual Governance & Accountability Return, Internal Audit Report and supporting papers and dates for the exercise of public rights (See Agenda Pack)

20063 **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
20/00596/FUL	Installation of seven lanterns- – The Canal Turn, Lancaster Road Carnforth
20/00607/VCN	Outline application for residential development comprising 213 dwellings with associated vehicular & cycle/pedestrian access to Scotland Road – Land East of Scotland Road, Carnforth

20064 **Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (See Agenda pack)

20065 **Town Development and Planning Committee:** To consider report of the Town Development and Planning Committee held on 6th July 2020 (See Agenda pack)

20066 **Finance & Governance Committee:** To consider report of the Finance & Governance Committee held on 8th July 2020 (See Agenda pack)

20067 **Date of next meeting**

Town Clerk

10 July 2020

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Minutes of the meeting held at the Council Offices on Wednesday 22nd June 2020

Due to the Covid19 pandemic and related restrictions the meeting will be held remotely using the Zoom Cloud meetings application

Present: Councillors Bromilow (Town Mayor); Branyan; Grisenthwaite; Holbrook; Jones, Parker, Reynolds, Smith, Watkins and Watson

In attendance: Bob Bailey, Town Clerk and Chair of Carnforth Business Network

20046 **Apologies:** Apologies were received from Councillor Gardner and Ward Councillors Guilding and Yates.

20047 **Declarations of Interest and Dispensations:** Councillors Grisenthwaite, Smith and Watkins were given dispensation to comment on the decision of the planning authority relating to planning application 16/00335/OUT, Land between Brewers Barn and A601(M). Councillor Jones was given dispensation to comment on any matters relating to the Salvation Army or Carnforth Carnival Committee.

20048 **Urgent Business:** Members noted that following local hearing sessions and the independent examination of Lancaster City Council's Local Plan, the planning inspector reported in 15th June that the plan was sound and could be adopted in line with his recommendations. It was reported that since the Local Plan had been submitted the Council had adopted a climate change strategy that will mean a review on how the policies in the Local Plan can better address climate change and this will be consulted on later in the year. In the meantime, the Local Plan, as approved by the Planning Inspectorate, will be considered for adoption by Lancaster City Council over the Summer.

There followed a lengthy debate about the significant implications of the Local Plan on Carnforth since the removal of the parcel of land south of Windermere Road that had originally been earmarked for 500 homes, a new primary school, community sports hub and new venue for Carnforth Rangers Football Club

It was acknowledged that this had not been the preferred option of Lancaster City Council and that the planning inspector's decision had been made as a result of representations made about safeguarding this land for quarrying and the recovery of minerals.

It was **RESOLVED** that the Town Council considers the views of the local community and considers submitting comments about the planning inspector's decision and the perceived implications for Carnforth.

20049 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 20th May 2020 (Please note: This meeting was held remotely due to the Coronavirus pandemic)

20050 **Adjournment for public discussion and information only updates:**

- 1) **Public discussion:** No members of the public were present at the meeting.
- 2) **Action Plan update:** The Town Clerk presented the up-to-date position on the action plans and decisions arising during the coronavirus pandemic to date. It was reported that except for an update to the risk assessment in relation to Covid19 all other actions/decisions had been implemented. It was noted that the risk assessment had now been completed and recommendations for adoption would be considered as part of the Finance and Governance Committee report on the Agenda for this meeting.

The Town Clerk suggested that the Town Council now revert to the main Action Plan covering all the Town Council's activities.

After some questions, it was **RESOLVED** that the Action Plan in relation to Covid19 be approved as completed and that from now on the Town Clerk present Action Plans on all the other activities of the Town Council.

- 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 which consisted of dealing with phone calls from residents requesting information and support during the COVID19 lockdown.

Many of the calls received were to thank and congratulate the Town Council, the Carnforth COVID19 support group, Salvation Army and Lancaster City Council on the excellent support and service they have provided to our local community from the beginning of the crisis.

- b) **Covid19 updates:** Members gave an update on local activities including the work of the Carnforth Covid19 Support Group, the Salvation Army / Carnforth Foodbank, Carnforth Rotary and the Carnforth Covid 19 Liaison Group of representatives from the Town Council, Carnforth Integrated Care Community, Ash Trees Surgery and the Covid19 volunteer group.

It was again acknowledged how effective these groups had been in helping anyone in the local community who has needed it during the lockdown. It was clear that positive relationships had been built up and everyone is looking to build on this going forward to benefit the whole of our town.

- c) **Proposed Bridge Works A601(M):** Cllr Grisenthwaite updated the Town Council on the matters raised with the Lancashire County Council Cabinet Member for Highways & Transport. Essentially these were the proposed works on the A601(M) to replace Netherbeck or Higher North Road bridge with an 'at grade' junction and concerns that *'any substantive change that is made to this bridge may result in the inadvertent creation of a vehicular rat run into and out of Carnforth'*

It was reported that a response had been received confirming the removal of the *'Higher North Road Bridge'* as part of a wider scheme involving the declassification of the A601(M) that will *'seek to develop measures to maintain the relatively low traffic volumes along Nor Road and Nether Beck Road.'* The Town Council were advised that officers will engage with the Town Council as the detailed design work is developed.

A letter has subsequently been sent to the Director of Planning and Regeneration at Lancaster City Council regarding his comments in support of Lancashire County Council's funding bid for this scheme and its potential unintended impact on road safety and the loss of environmental amenity.

d) **Market Street – reopening of local shops:** It was reported that a meeting has been arranged with the Carnforth Business Network to discuss the latest Government guidance that 'non-essential' shops can re-open from 4th July provided that suitable social distancing and sanitation measures are in place. A meeting is also being arranged with Lancaster City Council on advice and support that they can provide in this respect.

e) **Brewers Barn:** It was reported that the Leader of Lancaster City Council had now replied to the matters raised by the Town Mayor on behalf of the Town Council regarding the outline planning permission of the development at Brewers Barn and the fact that, despite previous interest in, and objection to, this application the Town Council had not been formally advised about the finalisation of the planning decision.

The response acknowledged that, whilst it is not common practice to inform parish/town councils and other interested third parties when decisions are issued, it would have been courteous to do so given the long-standing interest of the Town Council in this development.

f) **General matters and issues:** Councillors were informed that the number of nominations for the Carnforth Citizen of Merit Award was approaching 90, demonstrating again what a positive impact people have had in the local community during the coronavirus crisis. Nominations are now slowing down, however, as lockdown restrictions are eased. It is proposed to close the nominations by the end of June with a suitable community event being held later to formally thank all the nominees.

There was a discussion about the amount of uncut grass and weeds around the town that have been left unattended during the lockdown and the need for additional litter and dog waste bins around the town. **ACTION:** Town Clerk to contact Public Realm to raise these matters and consider solutions.

5) **Reports of Ward and County Councillors:** The Town Clerk read out written reports received from City Councillors Guilding and Yates on recent activities and matters of note including some anti-social behaviour, weeds and litter and personal views on the Lancaster District Local Plan Transport Plans.

Councillor Reynolds provided comments and updates on several matters including the Lancaster District Local Plan and the climate change strategy; ongoing discussions on a Unitary Authority and Covid19 support from Lancaster City Council. Councillor Reynolds made it clear that the City Council greatly appreciated and are extremely impressed how the Carnforth community had worked together and supported each other during the challenging weeks of the Covid19 lockdown and are continuing to do so!

In response to a question about the strong relationships that had been built up between the City Council, parish and town councils and other support groups and organisations, Councillor Reynolds reported that plans are being made to maintain these relationships for the benefit of all our communities long after the coronavirus pandemic.

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

- a) **Carnforth Business Network (CBN):** Councillor Watkins commented further on the plans to support CBN with the reopening of local shops and social distancing measures;
- b) **Carnforth & District Twinning Association:** Nothing to report
- c) **Quarry Liaison:** Nothing to report;
- d) **Carnforth Neighbourhood Plan:** There has been a remote meeting to discuss the first draft of the Design Codes and comments on the document submitted. These are being reviewed by the consultants and the Design Codes for inclusion in the Carnforth Neighbourhood Plan finalised.
- e) **Carnforth Carnival Committee:** Nothing to report.

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

20051 **Planning Applications/Road Traffic Orders:** Members considered the following planning applications and road traffic orders:

Application No:	Description
20/00559/AD	Agricultural determination for the erection of a storage building – Hare Tarn Farm Netherbeck Carnforth Lancashire LA6 1AA
Temporary Road Closure Order: Kellet Road to its junction with Fairfield Close from 0001 on Tuesday 19 th May until 1700 hours on 22 nd May 2020 to end unplanned interruption of supply or service provide by United Utilities	

After some discussion, it was **RESOLVED** that the planning applications be supported in principle.

20052 **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 five planning applications were awaiting a decision and it was **RESOLVED** that the update on planning authority decisions be noted.

20053 **Town Planning & Development Committee:** Councillor Watkins reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 1st June 2020 including a range of options and opportunities to improve and enhance the town and its public realm and other general activities including:

- a) Tidying up and making better use of 'community' and Town Council noticeboards;
- b) A good response locally to the 'Stay at home' VE Day 75 party;
- c) Plans to be developed to commemorate VE Day and VJ Day on 15th August with a 'celebration service' at the War Memorial Gardens;
- d) Discussion around encouraging more people to walk and cycle by raising awareness of the many opportunities to enjoy these activities in the local area;
- e) Consideration of heritage building funding and whether land at Kellet Bridge could be purchased as a potential Civic Hall Car Park;
- f) Installation of an NHS / keyworker seat at the proposed pocket park at Windermere Road and improvements to footpath no. 8;

- g) Updates on developing a business case to supplement the Eden Project North; re-opening of the household waste recycling centre and Carnforth Neighbourhood Plan.

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

20054 **Asset Management Committee:** Councillor Grisenthwaite reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 9th June 2020 including:

- 1) An approach to refurbish an existing bench in the War Memorial Gardens in memory of a resident;
- 2) Plans to hold a remote meeting to establish a Friends of Crag Bank Park Group. It was reported that an impressive 135 survey responses had been received which will greatly inform plans going forward;
- 3) A recommendation that, subject to minor amendments, the Town Council approve the Asset Register as at 31st March 2020;
- 4) Report of the Outdoor Maintenance Operative outlining work carried out recently and planned and directed work in the coming weeks;
- 5) Report of the Civic Hall Manager including plans to redecorate the Civic Hall and Council offices and conclusion of PAT testing of Town Council equipment;
- 6) Update on issues that had arisen around the planned remedial works at the Civic Hall following the building condition report and the impact of the Covid19 lockdown and the plans now being made to address these matters.

After some comments, it was **RESOLVED** that the report of the Asset Management Committee be noted and the Asset Register as at 31st March 2020 be approved.

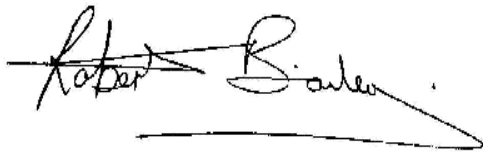
20055 **Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 10th June 2020 including:

- 1) Approval of the insurance policy for 2020/21 subject to details of the up-to-date Assets Register being included;
- 2) Review of the debt recovery procedure and action on outstanding debtor accounts;

- 3) Recommendation that the payments list presented be approved by Town Council;
- 4) Recommendation that the detailed Risk Assessment of the main operational, technological, financial, reputational and health and safety risks be adopted, noting that this included risks and mitigations relating to the impact of Covid19 on the Council's operations;
- 5) Review of current Standing Orders and Financial Regulations against revised models provided by the National Association of Local Councils;
- 6) Updates on activities including the installation of two bus shelters and remedial work at Carnforth Civic Hall.

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 on the schedule and the Risk Assessment as presented be approved.

20056 **Date and time of next meeting:** The next meeting of the Town Council is scheduled for **Wednesday 15th July 2020**. The meeting closed at 8:20pm.

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

Town Clerk

30th May 2020

Tel: 07846 256 006;

Email: clerk@carnforthtowncouncil.org



Correspondence – July 2020



Date	Sender	Topic
11/06/2020	Town Clerk	Agenda pack – 17/06/2020 meeting
12/06/2020	Cllr Bromilow	Residents appreciation of the Carnforth Express
13/06/2020	Cllr Holbrook	Community engagement application
13/06/2020	Town Clerk	Armed Forces Day – Order of Service
15/06/2020	Cllr Grisenthwaite	Carnforth Citizen if Merit Award – Week 8
15/06/2020	Town Clerk	Weekly catch up informal meeting
16/06/2020	Lancashire County Council	Scam awareness fortnight
17/06/2020	Lancaster City Council	Coronavirus related scams
17/06/2020	Town Clerk	Re-arranged Town Council meeting
19/06/2020	Cllr Watkins	Lancashire Resilience Forum update
22/06/2020	Lancashire County Council	Proposed bridgeworks on the A601(M)
22/06/2020	Ward Councillor Guilding	Report on activities
26/06/2020	Lancaster City Council	Local Plan News June 2020
26/06/2020	Lancaster City Council	Planning application 20/00607/VCN Land East of Scotland Road
27/06/2020	Town Clerk	Armed Forces Day
27/06/2020	Cllr Watkins	Lancashire Resilience Forum update
27/06/2020	Town Clerk	Weekly catch up informal meeting
27/06/2020	Town Clerk	National Association of Local Councils & Society of Local Council Clerks Update
29/06/2020	Lancaster City Council	Covid19 Support Networks Notes
01/07/2020	County Cllr Williamson	Update on Household Waste Recycling Centres
03/07/2020	Cllr Watkins	Lancashire Resilience Forum update
03/07/2020	Lancaster City Council	Re-opening places of worship
03/07/2020	Lancaster City Council	Re-Opening Community and Business Premises Safely
03/07/2020	Lancaster City Council	Planning application 20/00596/FUL – Canal Turn Lancaster Road, Carnforth
03/07/2020	Town Clerk	Town Development & Planning Cmte Agenda
05/07/2020	Town Clerk	Weekly catch up informal meeting
06/07/2020	Town Clerk	Finance & Governance Agenda Pack
08/07/2020	Town Clerk	Planning application 20/00559/AD – Hare Tarn Farm
09/07/2020	Lancaster City Council	Invitation to 'Discovering our local heritage' video conference



Correspondence – July 2020



Date	Sender	Topic
09/07/2020	County Cllr Williamson	Press release of funding for major road and infrastructure improvements in Lancashire including the M601(M) at Carnforth

Annual Internal Audit Report 2019/20

CARNFORTH TOWN COUNCIL

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

24/06/2020

25/06/2020

29/06/2020

Name of person who carried out the internal audit

DEREK WHITEWAY INTERNAL AUDITOR

Signature of person who carried out the internal audit

D. Whiteaway

Date

30/06/2020

*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:

EN Carnforth Town Council TY

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* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			✓

*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

www.carnforthtowncouncil.org AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

EN Carnforth Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	29,172	16,801	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.
2. (+) Precept or Rates and Levies	50,470	78,198	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23,986	29,543	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	32,258	34,327	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	54,569	66,729	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	16,801	23,487	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	16,801	23,487	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	121,646	290,438	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

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

EN Camforth Town Council

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)

Report to Carnforth Town Council

Author: Derek Whiteway

Date: 30th June 2020

Subject: Annual Internal Audit 2019/20

1 Introduction

- 1.1 I have been pleased to again provide the Town Council with an internal audit review of its financial and internal control systems, with the objectives of:
- a) Providing assurance as to the adequacy and effectiveness of the systems in place and making recommendations as appropriate; and
 - b) Providing an opinion on to the extent of compliance with 'Internal Control Objectives' as set out in the standard form of Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) for 2019/20.
- 1.2 This report is structured along the lines of the 'Internal Control Objectives' specified in the AGAR.

2 Control Objective A - Appropriate accounting records have been properly kept throughout the financial year.

- 2.1 My review considered the accounting records for 2019/20 financial year, including bank statements, reports to Finance Committee and Council, etc. My findings and conclusions were as follows:
- a) I concluded that the control objective had been met.
 - b) The accounting structure using the new software 'Scribe' is well designed and appropriate to the Council's needs

3 Control Objective B - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

- 3.1 My review considered the payments system and the reports produced. A sample of paid invoices were examined. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met. The accounting and payments system is well-designed and efficient in relation to the needs of the Council, with strong approval procedures.
- b) All sampled payments were properly incurred and supported by a valid invoice.

4 Control Objective C - This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

4.1 My review considered the most recent risk assessment record and whether any view of risk had been undertaken. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) A revised risk assessment was considered by Finance Committee in May 2019 and recommended to Council for adoption.

5 Control Objective D - The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

5.1 My review considered the budget monitoring reports, the budget and precept setting process and the overall financial position of the Council. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) A thorough and appropriately detailed budget process was carried out, resulting in precept approval in January 2020.
- c) Monitoring reports to Finance Committee and Council are set at a suitable frequency and level of detail.
- d) The level of reserves at the end of the year (£23.5k at 31/03/20) is at a healthier and more appropriate level than the previous year (£17k at 31/03/19)
- e) It remains important that robust financial monitoring continues during 2020/21 and beyond and that work is maintained to annually review financial risks and determine an appropriate level of reserves in the long-term.

6 Control Objective E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

6.1 My review considered the income paid into the bank accounts and a sample of invoices. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) Income is regularly received and banked.
- c) VAT has been properly charged and accounted for.

7 Control Objective F - Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

7.1 The Council does not currently operate any petty cash based systems, therefore this objective is not applicable.

8 Control Objective 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

8.1 My review considered the Payroll system being operated and examined a sample of payments to employees. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) The payroll system provides a sound process for calculating and reporting pay and PAYE/NI.

9 Control Objective H - Asset and investments registers were complete and accurate and properly maintained

9.1 I examined the current Asset Register and discussed its contents with the Town Clerk. The Council does not currently hold any investments. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) The record of assets has been updated to include assets acquired during the year.

- c) A formal review of the Asset Register was undertaken during the year and a professional revaluation of the Civic Hall building incorporated into the register.

10 Control Objective I - Periodic and year-end bank account reconciliations were properly carried out

10.1 I reviewed the year end bank reconciliation and information provided in the Town Clerk's periodic monitoring reports. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met
- b) The new accounting system assists with the production of periodic bank reconciliations, reported to each meeting of the Finance Committee.

11 Control Objective 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.

11.1 I reviewed the Council's bank statements, monitoring reports and the draft Annual Governance and Accountability Return (AGAR). My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) The correct accounting basis (receipts and payments) has been employed.
- c) Receipts and payments have been agreed to the underlying records maintained.

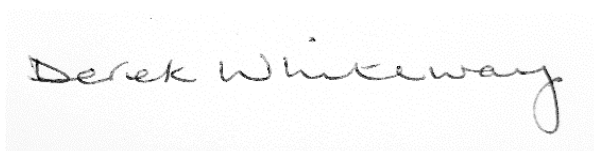
12 Control Objective L - The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

12.1 I reviewed the Council's website for evidence that appropriate public notice had been provided. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.

13 Summary

- 13.1 In summary, it is my opinion that the Council has established all the elements necessary to provide a sound system of internal control, and these have operated effectively to provide assurance as to the accuracy of the accounts. I have not made any new recommendations.
- 13.2 The accounting structure using the new software 'Scribe' is well designed and appropriate to the Council's needs.
- 13.3 There are no outstanding recommendations from my previous audits of the 2017/18 and 2018/19 accounts.
- 13.4 I should like to thank the Town Clerk for his input and courtesy during the audit and I wish the Council every success in the coming year.

A handwritten signature in black ink that reads "Derek Whiteway". The signature is written in a cursive style with a large, looping 'D' and a long, sweeping tail on the 'y'.

Derek Whiteway

30th June 2020

Carnforth Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2020		
	Cash in Hand 01/04/2019		16,801.59
	ADD Receipts 01/04/2019 - 31/03/2020		107,740.86
	SUBTRACT Payments 01/04/2019 - 31/03/2020		124,542.45
			101,055.71
	Cash in Hand 31/03/2020 (per Cash Book)		23,486.74
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	40.00	
	Unity Trust - Current 31/03/2020	7,291.88	
	Neighbourhood Plan 31/03/2020	0.00	
	Unity Trust - Deposit 31/03/2020	7,456.74	
	Barclays 31/03/2020	8,972.14	
			23,760.76
	Less unrepresented payments		342.02
			23,418.74
	Plus unrepresented receipts		68.00
	Adjusted Bank Balance		23,486.74
	A = B Checks out OK		

Explanation of variances – pro forma

Name of smaller authority:

Carnforth Town Council

County area (local councils and

Lancashire

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	29,172	16,801				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	50,470	78,198	27,728	54.94%	YES		Included plans for a feasibility study on the Civic Hall (£3k); Bus Shelters (£4k); Allotments (£3k); Election costs (£4k); Planned additional cost of events (£3.5k); Newsletter (£1.7k); ICT (£0.8k) and increases in pay & prices
3 Total Other Receipts	23,986	29,543	5,557	23.17%	YES		Includes Neighbourhood Plan funding of £8,666 (£3897 in 18/19)
4 Staff Costs	32,258	34,327	2,069	6.41%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	54,569	66,729	12,160	22.28%	YES		Includes 2 x Bus Shelters £7,256; £10,634 Neighbourhood Plan; Community Fund grants £4,650; Local Elections £934; Civic Hall feasibility study £3,920; Additional expenditure on Civic Hall repairs £890
7 Balances Carried Forward	16,801	23,486			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	16,801	23,487				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	121,656	290,438	168,782	138.74%	YES		Complete revaluation of all assets including Valuation of Civic Hall £225,000
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Annual Governance and Accountability Return 2019/20

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts, known as the Annual Governance and Accountability Return (AGAR).

The appointed external auditor for the Council is PKF Littlejohn.

Under recently issued regulations (The Accounts and Audit (Coronavirus) Regulations 2020) in response to the Covid-19 emergency deadlines for the approval and publication of the final, audited, accounts have been extended. The deadline for AGAR to be approved and published by the Town Council is now **31st August 2020 at the latest.**

2. Detail

The Town Council's draft AGAR documentation and supporting documents have been submitted to the Internal Auditor for review and it is intended to submit the Internal Auditor's report along with the completed AGAR to the June meeting of the Town Council for approval.

As with the previous financial year the Town Council, as an established body, is again required to submit its return for external audit.

In addition to being submitted for audit, the full approved AGAR, including the Accounting Statement and certain supporting documents, must be published following approval, providing a public right of inspection period of 30 working days.

The proposed timetable for the Council to meet the reporting requirements and statutory deadlines is as follows.

a)	Completion of the annual review, internal audit and approval of the accounts.	15 th July 2020 Town Council Meeting
b)	Public rights of inspection period.	Monday 20 th July to Friday 29 th August 2020

Bob Bailey, Town Clerk

9th May 2020



Planning Application Comments & Decisions July 2020



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
19/00541/OUT: Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth	Support the planning application in principle – Comments posted following consultation with the local community	Awaiting Decision
19/01394/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting Decision
20/00059/FUL: 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
20/00559/AD: Agricultural determination for the erection of a storage building – Hare Tarn Farm, Netherbeck, Carnforth	Support the planning application in principle	Awaiting Decision
20/00453/VCN: Demolition of existing building and erection of three 3-bedroom dwellings; 24 – 30 Preston Street Carnforth LA5 9BY	Support the planning application in principle	Awaiting Decision
20/00476/FUL: Erection of an attached garage to side elevation; 12 Calder Close, Carnforth, Lancashire LA5 9UT	Support the planning application in principle	Awaiting Decision



Town Development & Planning Committee

Minutes of the meeting held on Monday 6th July 2020 at 5:00pm

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using video-conferencing software

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

In attendance: Bob Bailey, Town Clerk

20033 **Apologies:** There were no apologies

20034 **Declarations of Interest and Dispensations:** Dispensations were requested and approved to allow discussion on matters on the agenda.

20035 **Urgent Business:** There were no matters of urgent business

20036 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 1st June 2020 be approved.

20037 **Planning Applications & Policy Matters:** Members considered the following planning applications:

Application No:	Description
20/00596/FUL	Installation of 7 lanterns – The Canal Turn, Lancaster Road Carnforth
20/00607/VCN	Outline application for residential development comprising 213 dwellings with associated vehicular & cycle/pedestrian access to Scotland Road – Land East of Scotland Road, Carnforth

Planning application 20/00596/FUL was supported in principle.

There was much discussion about planning application 20/00607/VCN. It was acknowledged that the Town Council supported this application in its development stages but now question some aspects of the proposals including the plans to create a new footpath from the rear of development site onto Carnforth Brow/ North Road. It was considered that this will further restrict the width of the carriageway as it passes under the railway bridge at Netherbeck and is a particularly dangerous section of the road. It was considered that if the width of the road is to be restricted at this point better traffic calming measures than those proposed in the application will be necessary.

Further, considering Lancashire County Council's proposal to remove Netherbeck / Higher North Road bridge over the A601(M) and replace it with an at grade junction, it is highly likely that traffic flow on this road will increase.



Town Development & Planning Committee

Concerns were also raised around the change in housing mix proposed, which seems to be moving away from smaller, affordable, properties. Given the importance of this development to the town it was felt that more time was needed to consider the implications of the amendments proposed in this application and, if necessary, seek advice from planning consultants. **ACTION:** Town Clerk to request an extension to the statutory 21 days consultation to enable further consideration and advice sought, if necessary. Cllr Smith will draft a term of reference for advice to be sought from planning consultants and costs considered

Moving on to discuss other planning matters, Councillors were informed that discussions with City Council Planners and Member training had been on hold during the COVID19 lockdown but will be picked up again in the coming weeks.

The Town Clerk reported that following a remote meeting with the consultants working on Design Codes this detailed document was being finalised, in the meantime, our planning consultants are working on policies that will form part of the Carnforth Neighbourhood plan with a major consultation on the draft plan expected in the Autumn.

It was then **RESOLVED** that updates on planning matters be noted and the Town Council be recommended to consider any proposal received from planning consultants for advice on planning application 20/00607/VCN and its related impact on the emerging Carnforth Neighbourhood Plan (**Please Note:** That a quotation was subsequently received for this work and will be presented at the Carnforth Town Council meeting on 15th July)

20038 **Town Development / events:** 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) **High Street Fund:** Councillor Holbrook commented that Lancaster City Council had recently submitted a bid to revamp Morecambe Town Centre from the Governments Future High Street Fund and drew Councillors attention to the opportunities that could be available to invest in Carnforth in the longer term;
- 2) **Heritage building funding:** Councillor Parker reported that he had brought this to the attention of West Coast railway and has been advised that do not qualify for this funding;



Town Development & Planning Committee

- 3) **VE & VJ Day Service:** Councillor Watkins reported that plans have progressed to hold a celebration service to mark the 75th Anniversary of both VE day (previously cancelled due to COVID19 restrictions) and VJ 75 day on 15th August 2020.
ACTION: Details to be posted on social media and invitations sent to interested participants;
- 4) **Transport Heritage Festival:** It has been suggested that a festival celebrating the heritage of transport be arranged, possibly to coincide with the Morecambe Vintage Festival. Further work will be carried out and arrangements made to meet with local organisations and businesses with a view to putting a detailed plan together. **ACTION:** Remote meeting to be arranged with key local businesses to discuss the viability of a Transport Heritage Festival in Carnforth;
- 5) **Town and Community Noticeboards:** It was reported that Councillors Smith and Watkins had recently 'cleaned up' the community noticeboards. It was acknowledged that more can be done to brighten up the Town Council's noticeboards. **ACTION:** The Town Clerk and Councillor Smith to consider and implement options;
- 6) **Park Run/ Local Footpath Day:** On hold

20039 **Public Realm:**

- 1) **NHS/Keyworkers seat & Pocket Parks:** No progress made. **ACTION:** Councillor Holbrook to follow up with Lancaster City Council, Council Housing Services now that Covid19 restrictions are being relaxed;

20040 **Updates on activities / community matters:** Members considered any updates on general actions and activities, including:

- 1) **District Recovery Project:** The Town Clerk reported that colleagues from Lancaster City Council had been in contact about a district recovery project that will be focusing on public realm and high streets across the district. Proposals are being worked up that will include '*recommended wayfinding signage and key messaging*' that the City Council will be looking to install in and around Market Street.

As part of this they will be purchasing free-standing hand sanitising stations that will be positioned in suitable locations in the town with ongoing being carried out by Lancaster City Council's Street Cleansing teams.



Town Development & Planning Committee

At present two such stations have been allocated to the town with options to increase the number if necessary.

The meeting closed at 5:55pm

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

Town Clerk

10 July 2020

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Finance and Governance Committee

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

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using video-conferencing software

Present: Councillors Grisenthwaite (Chair); Branyan; Bromilow; Gardner; Jones (part), Parker & Watson

In attendance: Bob Bailey, Town Clerk

20035 **Apologies:** There were no apologies

20036 **Declarations of Interest and Dispensations:** There were no declarations of interest specific to items in the Agenda.

20037 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 10th June 2020 be approved.

20038 **Urgent Business: Members considered the following items of urgent business:**

- 1) **Crag Bank Village Hall:** Councillor Grisenthwaite reported on a meeting held at Crag Bank Village Hall with a Village Hall representative. Members were reminded that the Town Clerk and Councillor Watson had previously obtained advice on the management structure at the Village Hall and copies of associated legal documents.

The meeting had provided an opportunity to gain an overview of the structure of the building and operational matters that will need to be addressed going forward. The Village Hall has great potential to be developed into a valuable asset for the residents of South Carnforth. **ACTION:** Further consideration and advice will be sought with a view to a feasibility study on the future of Crag Bank Village Hall being carried out.

- 2) **(Websites & Mobile Applications) Accessibility Regulations:** The Town Clerk reported that the Town Council's attention had previously been drawn to the accessibility regulations for public sector bodies. The regulations state that websites and mobile applications must be '*...more accessible by making it 'perceivable, operable, understandable and robust' and include an accessibility statement*'.

The Town Clerk reported that he had made tentative enquires with a local IT company - who have previously done work for the Town Council - to establish their capacity and availability to undertake this work, which had been confirmed and an estimate of the cost of this work provided.



Finance and Governance Committee

Members noted that as well as making the Council's website compliant it would improve the quality of content provided for the general public. **ACTION:** That the Town Clerk request a detailed quotation of the works to be undertaken for further consideration.

- 3) **Town Clerk – Terms and Conditions:** The Town Clerk reported that he had taken the decision to resign as the Town Clerk of Morecambe Town Council. This afforded an opportunity to review his working hours for Carnforth Town Council which had been reduced at the end of last year and with a view to the appointment of an Administrative Assistant. **ACTION:** Councillors Bromilow and Grisenthwaite to meet with the Town Clerk to review his terms and conditions and make recommendations to Town Council.
- 4) **Planning Consultants advice:** Further to consideration by the Town Development & Planning Committee on planning consultant's advice relating to planning application 20/00607/VCN it was reported that a quotation of £1,250 had now been received from the planning consultants appointed to develop the Carnforth Neighbourhood Plan.

Members discussed the importance of expert advice relating to this planning application which will have a significant impact on the town and there was a consensus that the quotation received represented value for money and affordable from within existing budgets. **ACTION:** Town Clerk to seek a second quotation, subject to which, the Town Council be asked to make an urgent decision at its meeting on 15th July.

- 20039 **Internal Audit:** The Town Clerk presented the report of the appointed Internal Auditor on the financial and internal control systems and accounting statements for the year ended 31st March 2020.

The audit report was structured along the lines of the 'Internal Audit Objectives' specified in the Annual Governance and Accountability Return (AGAR) for 2019/2020.

The Town Clerk informed Members that the Internal Auditor had again conducted a robust and highly professional audit and was pleased to report that all eleven objectives had been met.



Finance and Governance Committee

The Internal Auditor had concluded that '*...the Council has established all the elements necessary to provide a sound system of internal control, and these have operated effectively to provide assurance as to the accuracy of the accounts*'.

It was also reported that there are no outstanding recommendations from previous audits (2017/18 and 2018/19) and that no new recommendations had been made.

Members commented on the findings of the Internal Auditor and wished to thank him for a comprehensive audit that demonstrates that the Town Council has made significant steps in recent years to improve its financial management and governance arrangements. Members congratulated the Town Clerk for his part in meeting these objectives which should give assurance to members of the public on the effectiveness of the Town Council in delivering its functions efficiently and effectively.

It was then **RESOLVED** that the Annual Governance and Accountability Return (AGAR) 2019/20, supporting papers and Internal Audit report be recommended for approval by the Town Council, published and sent to the External Auditors for review.

20040 **Payments List:** The Town Clerk presented Members with the Payments List for recommendation to the July meeting of the Town Council. Members noted payments for the purchase of a mower to be used by the Outdoor Maintenance Operative and the excellent photographs provided by a local photographer that are now the property of the Town Council. After some comments, it was **RESOLVED** that the payment list be recommended for approval by the Town Council.

20041 **Debt recovery:** The Town Clerk presented a report on outstanding debtor invoices from the financial year 2019/20. The Town Clerk reported that all of these had been sent reminders to pay - some on more than one occasion.

Members noted that several of these had been generated at the end of March a week after the country went into lockdown, which may have some bearing on them remaining unpaid. It is also understood that two hirers of Carnforth Civic Hall have ceased trading, whilst others had previously had difficulties in meeting payments.

In response to a question, the Town Clerk reported that use of the Scribe accounting system to generate invoices and monitor outstanding payments had helped to improve prompt payment and debt recovery but that a system needs to be introduced that can be used to follow up outstanding payments in a more structured and formal way.



Finance and Governance Committee

After further comment it was **RESOLVED** that Councillor Jones and the Town Clerk develop a debt management system for consideration by the Finance and Governance Committee.

20042 **Updates on activities:**

- 1) **Bus Shelters:** Cllr Gardner provided an update on the latest position with the two bus shelters to be installed on Back Lane and Lancaster Road. All necessary permissions and planning applications have now been completed and the go ahead given for the installation of the bus shelters in August.
Suitable risk assessment and traffic management arrangements will need to be in place, particularly for the bus shelter on Lancaster Road. Nearer the time, details of the project will be posted on social media and the Council's website and a press release issued. Members considered that there would be an opportunity for the installed bus shelters to be 'officially opened' by the Town Mayor. **ACTION:** Councillors Branyan and Parker to source traffic signs and cones and plan the necessary traffic management arrangements;
- 2) **Footpath No. 8 proposals and costs:** Members attention was drawn to the proposals drawn up, as requested, by the Outdoor Maintenance Operative. All Councillors agreed that the outline brief provided to the Outdoor Maintenance Operative had been fully met and to a high standard. There followed a discussion on the estimated cost of the proposals and the additional hours that will be required. **ACTION:** That the proposed work and costs be agreed in principle but referred to Committees for a decision given that the cost of these works will be met from their delegated budgets;

20043 **Date and time of next meeting:** The next meeting of the Finance and Governance Committee will be confirmed later but will revert to a 5:15pm start. The meeting closed at 6:10pm

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

Town Clerk

10 July 2020



Finance and Governance Committee

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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