



# Carnforth Town Council

## MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend the meeting of the Finance & Governance Committee**  
**Due to the COVID19 pandemic and related restrictions this meeting will be**

**held remotely using Zoom Conferencing software on Wednesday 14<sup>th</sup> Oct 2020 at 5:15pm**

**Members of the public wishing to attend the meeting may do so by contacting the Town Clerk. Alternatively, members of the public can contact the submit a question (s) to the Town Clerk for consideration at the meeting**

## A G E N D A

- 20052. Apologies:** To receive apologies
- 20053. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 20054. Urgent Business:** To consider any items of urgent business not on the agenda
  - 1) Update on External Audit of the 2019/20 Annual Governance Statement
  - 2) Carnforth Community Swimming Pool
  - 3) IONOS Hi Drive Cloud storage and file sharing
- 20055. Notes of previous meeting:** To consider notes of previous meeting held on 9<sup>th</sup> September 2020
- 20056. Scheme of Delegation:** To consider and make recommendations on the draft scheme of delegation setting out the authority to make decisions on Council functions and activities
- 20057. Budget Monitoring & Planning:** To consider the budget position for all payments and receipts **as at 30<sup>th</sup> September 2020** and to set arrangements for developing the 2021/22 annual budget and precept
- 20058. Effectiveness of Internal Controls:** To consider an ongoing review of the effectiveness of internal controls to provide assurance that the Council meets the requirements of the Annual Governance Statement
- 20059. Skills Audit & Members Development:** To consider a questionnaire aimed at identifying Members skills, experience, interests and development needs.
- 20060. Payments List:** To consider up to date payments list for recommendation to the Town Council (see separate sheet)
- 20061. Date & Time of next meeting:** To consider date and time of next meeting

**Town Clerk**

**08 October 2020**

**28 Wilson Grove**

**Heysham,**

**Morecambe, LA3 2PQ**

**Tel: 07828254149**

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



## **CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION**

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (the Town Clerk) and Standing Committees to act with delegated authority in the specific circumstances detailed. It will be reviewed annually at the Annual Town Council Meeting.

### **Proper Officer and Responsible Financial Officer**

#### **Duties and Powers**

##### **1) Responsible Financial Officer**

The Responsible Finance Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

##### **2) Proper Officer**

The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

- Receive declarations of acceptance of office
- Receive and record notices disclosing interests
- Receive and retain plans and documents
- Sign Notices or other documents on behalf of the Council
- Receive copies of bylaws made by a principal local authority
- Certify copies of bylaws made by the Council
- Draw up agendas usually after consultation with the relevant Committee
- Chairman
- Sign summons to attend ordinary meetings of the Council

In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services, together with routine inspection and control
- Day to day supervision and control of all staff employed by the Council



## **CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION**

- Authorisation to respond to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees
- Authorisation of routine recurring expenditure within the agreed budget
- Authorisation of expenditure on works up to a maximum of £1,000 within the agreed budget
- Authorisation of emergency expenditure up to £1,000 outside of an agreed budget.
- The Clerk may, in conjunction with the Town Mayor or Chairman of the Finance & Governance committee, authorise emergency expenditure up to an additional £5,000

Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time and use of the Clerk's delegated powers shall be reported verbally to the next meeting of the full Council.

### **Council and its Committees**

#### **Duties and Powers**

##### **1) Council**

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Setting the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and the Annual Return
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's long-term strategy



## CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION

- The appointment of the Town Clerk and other staff considering the advice of an appointed interview panel if there is one
- Appointment of all Standing Committees
- Matters of principle or policy
- Noting, and commenting on all the Minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation, group or body
- Any proposed undertakings committing expenditure above £5,000
- Responses to legislative and other allied consultations excluding those dealt with by the Standing Committees
- Prosecution or defence in a Court of Law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence (See Footnote)

### **2) Position of Leader of the Council**

The Council will appoint a Leader of the Council who will normally hold the position of Town Mayor

Since no individual member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Town Mayor to undertake overall management of the business of the council. This includes:

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with Councillors to propose a consensus on Council priorities.

*Footnote: The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation.*



## CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION

### 3) Urgent Matters

In the event of any matter arising which requires an urgent decision, the Clerk to the Council shall consult with the Town Mayor and other relevant Committee Chairmen and/or Vice Chairmen before acting on behalf of the Council.

Before the Clerk exercises the delegated powers granted by the above, those Members consulted shall consider whether the matter justifies summoning an Extra-ordinary Meeting of the Council or appropriate Committee or Sub-Committee.

Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

### 4) Committees and Sub Committees

The **Finance & Governance Committee** shall consider and determine the following matters:

- Consideration of the Council's budget and finance requirements
- Entering into any undertakings committing expenditure below £5,000 and which is included within the agreed budget
- Matters of Council administration and policy
- Budgetary monitoring and control.
- Overseeing working relationship with Lancaster City Council including the development of joint working arrangements / charter / local devolution deal
- Review and set charges for Council facilities and events
- Overview of Service Level agreements with public bodies, in conjunction with other Committees as appropriate
- Receive all applications for grant made under the Community Grant Fund, ensure that such applications meet the agreed criteria and make recommendations to Council on whether such grants should be agreed or refused
- Oversee the recruitment and selection of all staff, except for the Town Clerk which must be referred to Council



## CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION

- Consider and implement any changes that are required for the Council to comply with Employment Law, Health & Safety legislation and terms and conditions of service for all employees
- Administer any discipline or grievance procedures in accordance with the Council's adopted policies
- Ensure that all staff appraisals are carried out in accordance with Town Council policy
- Recommend to Council any changes to the terms and conditions of employment and remuneration of employees of the Council

The **Planning and Development Committee** shall consider and determine the following matters:

- Recommend to the Finance & Governance Committee, this Committee's budget for each financial year
- Entering into any undertakings committing expenditure within the agreed budget
- Comment on all planning applications and to meet residents, developers or planning officers to assist with the formulation of these comments
- Licensing matters
- Respond to all consultations and to take part in any discussions which could contribute to the formulation of local planning policies through the local plan, supplementary planning and policy documents and the neighbourhood plan
- Develop and maintain a neighbourhood plan as part of the Carnforth Neighbourhood Plan Working Group
- Comment to other authorities on public transport, highways, footways, parking and regeneration issues
- Town Centre Regeneration and oversee Council events
- Promote Health and Wellbeing

The **Assets Management Committee** shall consider and determine the following matters:

- Recommend to the Finance & Governance Committee, this Committee's budget for each financial year
- Entering into any undertakings committing expenditure within the agreed budget
- Maintenance, improvement and general upkeep of all relevant property



## **CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION**

- Maintain and improve the quality of the local environment through the direction and management of the Outside Maintenance Officer and local groups
- Liaise with public bodies on the maintenance and improvement of the local environment within their areas of responsibility
- Develop sustainable solutions and a long-term maintenance programme for key community assets
- Maintenance of a Fixed Asset Register and negotiation of leases
- Oversee the development and improvement of play areas
- Ensure compliance with Health & Safety, Disability Discrimination and other legislation in terms of public safety

**All Committee's may refer specific matters to the Council for a final decision if it so wishes, or as directed.**

### **5) Sub-Committees**

A Standing Committee may, if it believes it would be appropriate, appoint a Sub-Committee. Any powers to be delegated to such a Sub-Committee may be detailed at the time the Sub-Committee is formed by means of a Minute detailing the Terms of Reference, but such delegated powers must be approved by the Council. Single Issue or Task and Finish Committees may not appoint sub-committees without a specific authorisation from the Council.

### **6) Working Groups/Advisory Committees**

Working Groups/Advisory Committees may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Advisory Committee will be decided upon at the time it is formed by means of a minute detailing the Terms of Reference. Such bodies must report back with recommendations to the Council or the Committee that formed it.

### **7) Attendance of Members at Committee meetings**

All Councillors have an absolute right to attend any Committee meeting. The Chairman of the Committee has at his absolute discretion the right to allow a non- member to speak but is encouraged to do so. As a courtesy and if possible, a non- member is required to notify the Chairman in advance if they wished to speak on an agenda item.



## **CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION**

A non-member may make one statement per agenda item if invited by the Chairman not to exceed 5 minutes. Any further participation in the meeting of a non-member is at the invitation of the Chairman.

### **8) Transparency and Confidentiality**

The Council believes in open and transparent governance wherever possible. However, the Council and Committee has the right to exclude the press and public in line with the Public Bodies (Admission to Meetings) Act 1960 ss1&2 during any part of a meeting due to the special or confidential nature of the business to be transacted.

Except where personal and individual issues are discussed, Councillors who are non-members of a Committee that has passed a resolution excluding the press and public have an absolute right to remain in the meeting. If, in the opinion of Committee, the item is of a particularly sensitive or confidential nature, non-member Councillors will be asked to leave.

### **9) Call-in Policy**

Any three members may request the Clerk to call-in a decision taken by a committee for review by the Town Council at its next ordinary meeting. The Clerk must be notified of any call-in request six days in advance of the next ordinary meeting.



## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 30/09/2020)

## Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Insurance				1,500.00	1,247.14	253	253
45	Postage				120.00	12.00	108	108
46	Telephone				120.00	40.00	80	80
47	Printing				750.00		750	750
48	Stationery				100.00	75.15	25	25
85	Publications					36.36	-36	-36
SUB TOTAL					2,590.00	1,410.65	1,179	1,179

## Allowances

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Members				1,000.00		1,000	1,000
30	Mayor				600.00		600	600
SUB TOTAL					1,600.00		1,600	1,600

## Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Service Charge				100.00	48.00	52	52
71	Bank Interest	50.00	4.17	-46				-46
SUB TOTAL		50.00	4.17	-46	100.00	48.00	52	6

## Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Council Offices				250.00		250	250
13	Civic Hall				2,000.00	2,060.00	-60	-60
SUB TOTAL					2,250.00	2,060.00	190	190

## Carnforth Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Neighbourhood Plan Development				2,000.00		2,000	2,000
SUB TOTAL					2,000.00		2,000	2,000

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 30/09/2020)

## Civic Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Electricity				950.00	95.71	854	854
2	Heating Oil				3,500.00		3,500	3,500
3	Water rates				1,350.00	707.85	642	642
4	Cleaning				1,200.00	269.60	930	930
5	Repairs & Maintenance				4,000.00	1,149.40	2,851	2,851
6	Waste & Recycling				1,100.00	640.26	460	460
7	Drinks Machine	520.00	30.00	-490	520.00	130.00	390	-100
52	Hire	10,000.00	2,512.00	-7,488				-7,488
SUB TOTAL		10,520.00	2,542.00	-7,978	12,620.00	2,992.82	9,627	1,649

## Committees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Assets				3,500.00	298.18	3,202	3,202
16	Town Development & Planning				3,000.00	510.00	2,490	2,490
SUB TOTAL					6,500.00	808.18	5,692	5,692

## Community Benefit Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74	Grants Paid				3,000.00	500.00	2,500	2,500
76	Grants Received		3,425.56	3,426	3,000.00		3,000	6,426
SUB TOTAL			3,425.56	3,426	6,000.00	500.00	5,500	8,926

## Community Resilience Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Community Resilience Fund		20,000.00	20,000		10,324.30	-10,324	9,676
SUB TOTAL			20,000.00	20,000		10,324.30	-10,324	9,676

## Council Office

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Repairs & Maintenance					87.00	-87	-87
SUB TOTAL						87.00	-87	-87

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 30/09/2020)

## Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Local Delivery Scheme	300.00	500.00	200				200
61	Grounds Maintenance				1,500.00	800.96	699	699
90	Alexandra Park				100.00		100	100
SUB TOTAL		300.00	500.00	200	1,600.00	800.96	799	999

## Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Remembrance Day				1,500.00		1,500	1,500
33	Film Night	2,500.00	330.00	-2,170	2,500.00	130.00	2,370	200
34	Twinning Association				200.00		200	200
35	By-election				4,000.00		4,000	4,000
56	Heritage Walk							
68	Civic Sunday				750.00		750	750
69	Armed Forces Day				200.00	150.00	50	50
73	Carnforth In Bloom				100.00		100	100
75	VE Day				1,250.00		1,250	1,250
SUB TOTAL		2,500.00	330.00	-2,170	10,500.00	280.00	10,220	8,050

## Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Civic Hall Manager				300.00	45.00	255	255
21	Town Clerk				250.00		250	250
22	Outdoor Maintenance Officer				750.00	11.00	739	739
28	Members				200.00		200	200
31	Mayor				300.00	6.90	293	293
SUB TOTAL					1,800.00	62.90	1,737	1,737

## ICT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Broadband				500.00	245.70	254	254
37	Hardware				300.00		300	300
38	Domain & Web-hosting				150.00	74.87	75	75
39	Software				250.00	47.96	202	202
SUB TOTAL					1,200.00	368.53	831	831

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 30/09/2020)

## Newsletter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Printing				2,650.00	2,100.00	550	550
50	Distribution				1,900.00	900.00	1,000	1,000
54	Advertising							
SUB TOTAL					4,550.00	3,000.00	1,550	1,550

## Other income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
83	Other income		120.00	120				120
SUB TOTAL			120.00	120				120

## Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Precept	85,000.00	85,000.00					
SUB TOTAL		85,000.00	85,000.00					

## Professional Fees &amp; Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Legal Fees				100.00		100	100
41	Internal Audit				150.00	120.00	30	30
42	External Audit				325.00		325	325
82	Planning Services					1,250.00	-1,250	-1,250
SUB TOTAL					575.00	1,370.00	-795	-795

## Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Civic Hall Feasibility Study				1,000.00		1,000	1,000
91	Eden Project				1,000.00		1,000	1,000
SUB TOTAL					2,000.00		2,000	2,000

## Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Civic Hall Manager				15,000.00	4,844.02	10,156	10,156

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 30/09/2020)

18 Town Clerk	10,784.00	4,318.45	6,466	6,466
19 Outdoor Maintenance Officer	5,000.00	1,375.80	3,624	3,624
80 PAYE	6,500.00	2,706.15	3,794	3,794
88 Assistant Clerk	3,592.00		3,592	3,592
<b>SUB TOTAL</b>	<b>40,876.00</b>	<b>13,244.42</b>	<b>27,632</b>	<b>27,632</b>

## Subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	LALC Subscriptions				750.00		750	750
89	Rural Services Partnership					130.00	-130	-130
<b>SUB TOTAL</b>					<b>750.00</b>	<b>130.00</b>	<b>620</b>	<b>620</b>

## Suspense account

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77	Suspense							
<b>SUB TOTAL</b>								

## Training

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Civic Hall Manager				150.00		150	150
24	Town Clerk				200.00		200	200
25	Outdoor Maintenance Officer				150.00		150	150
29	Members				150.00		150	150
<b>SUB TOTAL</b>					<b>650.00</b>		<b>650</b>	<b>650</b>

## Value Added Tax

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
72	VAT Refund	6,000.00	3,682.45	-2,318				-2,318
<b>SUB TOTAL</b>		<b>6,000.00</b>	<b>3,682.45</b>	<b>-2,318</b>				<b>-2,318</b>

## War Memorial Gardens

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Electricity				450.00	189.75	260	260
62	Cleaning				1,800.00	450.00	1,350	1,350
65	Capital expenditure							

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 30/09/2020)

SUB TOTAL				2,250.00	639.75	1,610	1,610
-----------	--	--	--	----------	--------	-------	-------

## Summary

NET TOTAL	104,370.00	115,604.18	11,234	100,411.00	38,127.51	62,283	73,518
V.A.T.		0.00			1,679.05		
GROSS TOTAL		115,604.18			39,806.56		