



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 this meeting will be held remotely using Zoom Conferencing software on

Wednesday 18th November 2020 at 6:30pm

Members of the public wishing to attend the meeting may do so by following this link:

<https://us02web.zoom.us/j/84513855056>

Alternatively, members of the public can submit a question (s) to the Town Clerk for consideration at the meeting

A G E N D A

20088. Apologies: To receive apologies

20089. Declarations of Interest: To receive Declarations of Interest and Dispensations on items on the Agenda

20090. Urgent Business: To receive matters of urgent business not on the agenda including:

1. Covid 19 updates
2. Award of a Covid19 Certificate of Recognition by the High Sheriff of Lancashire;
3. Award of £3,000 for the 'Carnforth Steps into the light' project;

20091. Minutes: To consider and approve Minutes of meeting held on Wednesday 21st October 2020.

20092. Public participation & information only updates: To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)

4. Public discussion
5. Correspondence
6. Members updates and information only reports since the last meeting
 - a) Town Mayor
 - b) General updates, matters and issues (All Councillors)
7. Reports of Ward and County Councillors
8. 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

20093. Morecambe Bay Proposal: To consider whether the Town Council wishes to comment on the proposal for local government reorganisation in Morecambe Bay and attendance at a meeting of town/parish councils on 25th November 2020



Carnforth Town Council

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20094. 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
20/0226/TCA	Various tree reductions – Carnforth House Farm. 109 North Road, Carnforth LA5 9LX Recommendation: Support in Principle
20/00912/FUL	Change of use of agricultural land & buildings to agricultural livestock haulage depot, erection of an agricultural livestock & HGV maintenance building & retention of an area of hardstanding – Field at Netherbeck Carnforth (second consideration) Recommendation: Neutral comments
20/0214/TPO	Fell 3 x Ash trees – 25 Crag Bank Crescent, Carnforth LA5 9EQ Recommendation: Object
20/1156/FUL	Erection of a first floor extension, 1 Hunter Street, Carnforth, LA5 9BP (not previously considered)
20/01228/FUL	Demolition of existing conservatory & erection of a replacement single storey extension – 10 Grosvenor Road, Carnforth LA5 9DJ (not previously considered)

20095. Planning Decisions: To receive an update on planning authority decisions on previously considered applications (see Agenda pack)

20096. Asset Management Committee: To consider reports of the Asset Management Committee of meetings held on 13th October 2020 and 3rd November (Cllr Branyan)

20097. Town Development & Planning Committee: To consider report of the Town Development & Planning Committee of meeting held on 2nd November 2020 (Cllr Watkins)

20098. Finance & Governance Committee: To consider report of the Finance & Governance Committee of meeting held on 11th November 2020 (Cllr Grisenthwaite) including approval of External Audit Report 2019/20 and Notice of Conclusion of Audit

20099. Date & Time of next meeting: To consider date and time of next meeting (16th December 2020)

Town Clerk
28 Wilson Grove
Heysham,
Morecambe, LA3 2PQ

13 November 2020

Tel: 07828254149 Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Minutes of the meeting held at the Council Offices on Wednesday 21st October 2020

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

Present: Councillors Bromilow (Town Mayor); Branyan; Gardner; Grisenthwaite;
Jones; Parker; Reynolds; Smith; Watkins & Watson

In attendance: Bob Bailey, Town Clerk; City Councillor Yates and County Councillor
Williamson

20077	Apologies: Apologies were received from Councillors Armstrong, Holbrook and Ward Councillor Guiding
20078	Declaration on interests and dispensations: Councillors were given dispensation to comment on planning application(s) that may have an impact on where they live. Councillor Jones was given dispensation to report on the activities of Carnforth Carnival Committee.
20079	Urgent Business: Members raised urgent business on the following matters: 1) Emergency Grant Assistance Grant: Councilor Reynolds reported on a scheme launched by Lancaster City Council for a government funded Emergency Assistance Grant Scheme to help residents experiencing financial hardship as a result of the Covid-19 pandemic. Parish and Town Councils are being asked to support the scheme and residents by offering to explain the scheme and help to complete the required documentation on request. Lancaster City Council have arranged training sessions on the details of the scheme. Councillor Reynold's proposed that the Town Council should seek a volunteer(s) or ask the Town Clerk to provide this service to residents in the town and surrounding areas. Councillors discussed the scheme and gave it their full support. ACTION: That volunteer(s) are sought to provide residents with support in understanding and applying for COVID-19 Emergency Assistance Grant 2) Civic Hall: It was RESOLVED that this item be exempt as it related to information that is part of ongoing negotiations.
20080	Minutes: Subject to a minor amendment, it was RESOLVED that the Minutes of the meeting held on Wednesday 16 th September 2020 be approved.
20081	Adjournment for public discussion and information only updates: 1) Public Discussion: No members of the public were present at the meeting 2) Correspondence: The Town Clerk presented the schedule of correspondence received and previously circulated to Councillors. It was reported that appropriate action had or will be taken by the Town Clerk / Councillors / Committees to address matters arising from the correspondence received. Councillor Gardner commented that the correspondence list is too long and does not need to include all correspondence sent to Councillors directly by the Town Clerk unless there is a specific action being requested. ACTION: Correspondence sent by the Town Clerk to only include details where Councillors are asked to undertake a specific action. 3) Member updates / matters: Members commented on matters including the following: a) The Town Mayor reported on several activities and events that she had undertaken and attended on behalf of Carnforth Town Council; b) Councillor Grisenthwaite reported on a recent meeting with representatives from Lancashire County Highways, arranged by County Councillor Williamson, to discuss



Carnforth Town Council

the County Council's proposal to replace Higher North Road bridge with an 'at grade' junction in the declassified A601(M). Explanations were given on the thinking behind the project and the options under consideration.

Several concerns were raised, and responses provided, where possible, including potential for increased traffic along North Road and Carnforth Brow and the implications of removing the bridge for the future development of green belt land to the north of the A601(M).

There was also comment on the arrangements of consultation on the proposals and when this might be.

Councillors of the Town Council shared the concerns that had been raised and it was agreed that there should be ongoing dialogue with Lancashire County representatives as the project developed.

- c) Councillor Smith reported that he had now received the leather bookmarks to be awarded to all recipients of the Citizen of Merit Awards in due course.

- 4) **Reports of Ward and County Councillors:** Unfortunately, due to technical problems County Councillor Williamson was unable to provide a verbal report.

The Clerk had circulated a written report from Cllr Guilding setting out her activities as Ward Councillor in the last month, including support for people with disabilities and being part of the recent Crag Bank Park "clean up" which has received several positive comments from residents. Councillors were also reminded of the useful community information on the *In the Know* website maintained by Lancashire Constabulary.

Councillor Yates and Reynolds reported on the main activities of Lancaster City Council and matters within Carnforth and the surrounding areas including:

- a) Covid19 updates and support for residents and businesses;
- b) Planning developments and related matters;
- c) Local Plan Review following the adoption of the Climate Change Strategy;
- d) Lancaster City Transport Plan and specifically relating to local heritage assets;
- e) Local Restrictions Support Grant for closed businesses
- f) Capital Investment Strategy which has been restructured to help local businesses;
- g) Options for changes to local government;
- h) Changes to Junction 33 of the M6;
- i) Market Street traffic concerns;
- j) Grass cutting and;
- k) Fly-tipping incidents

ACTION: City Councillor Yates to arrange a meeting with contractors who regularly use Market Street to discuss the issues raised and seek long-term solutions.

- 5) **Reports from outside bodies:** Members attention was drawn to the recent Minutes of the Carnforth Business Network including a 'virtual' Christmas Event and the proposed light up project suggested by Lancaster City Council in collaboration with Carnforth Town Council and Carnforth Business Network. A business case now needs to be developed and sent to Lancaster City Council for consideration.

The Town Clerk reported on the draft Carnforth Neighbourhood Plan which is nearing completion. A meeting with officers from Lancaster City Council has been arranged to discuss the Lancaster District Local Plan review on Climate Change, the emerging Carnforth Neighbourhood Plan, its 'screening' by Lancaster City Council and the remaining work programme up to formal adoption.

The Town Clerk also informed Councillors of the remaining budget for the



Carnforth Town Council

Neighbourhood Plan and options for further funding should this be required.

Councillor Jones confirmed that considerations about the 2021 Carnforth Carnival are ongoing. The Carnival Committee are encouraging local children/residents to print, colour and display poppies for Remembrance Day – these are free of charge.

It was then **RESOLVED** that all Councillors be thanked for their contributions and the information only matters and updates be noted.

20082 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
20/00838/FUL	Demolition of side & rear extensions, erection of two-storey side extension, single storey rear extension & single storey front porch extension – Craigholme House, 70 Crag Bank Road, Carnforth LA5 9JH Recommend: Support in principle
20/00912/FUL	Change of use of agricultural land & buildings to agricultural livestock haulage depot, erection of an agricultural livestock & HGV maintenance building & retention of an area of hardstanding – Field at Netherbeck Carnforth Recommend: Support in principle (not in the Carnforth area)
20/00978/CU	Change of use of office into mixed use of café/restaurant & hot food takeaway with first & second floor living accommodation, alteration to ground floor front façade & installation of flue to the rear – 2 – 7 New Street, Carnforth LA5 9BU Recommend: Comment on arrangements for waste and late opening times
20/01071/FUL	Demolition of existing single storey rear extension & side garage, erection of a two-storey side extension, installation of a flue & widening of existing access point & driveway – 3 Crag Bank Crescent, Carnforth LA5 9EQ Recommend: Support in principle

Councillor Smith commented on an outstanding enforcement action relating to an issue arising from the Queens Hotel development. **ACTION:** Councillor Reynolds will follow this up and report back to Town Council. It was then **RESOLVED** that the Town Council's responses to the above planning applications be approved. (NOTE: Application No: 20/00912/FUL was subsequently referred back to the Town Council)

20083 Planning Authority Decisions: Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated. It was noted that three planning applications had been permitted and a further six were awaiting a decision. After some comments it was **RESOLVED** that the latest position on planning authority decisions be noted.



Carnforth Town Council

20084 Asset Management Committee: The Deputy Mayor, Councillor Branyan reported on the actions and resolutions arising from the meeting of the Asset Management Committee held on 22nd September 2020, including:

- 1) Need to review the management and governance arrangements relating to Carnforth Allotments and to make recommendations to the Town Council on formal roles and responsibilities of the Town Council and the Carnforth Allotments Committee. There followed a discussion on responsibilities for the replacement of lighting at the allotments following a 'complaint' received from the Allotments Committee;
- 2) Adoption and monthly review of the maintenance planner for Carnforth Civic Hall to ensure that key regulatory and maintenance tasks are carried out and properly recorded;
- 3) Update on the risk assessment and preparations that had been taken so that Carnforth Civic Hall could be re-opened on 2nd November as planned. It was acknowledged that as Lancashire had been put in Tier 3 of the coronavirus model, opening had now been postponed indefinitely;
- 4) Update on actual and-planned outdoor maintenance activities. There was a further discussion on the plans for PROW footpath 8;
- 5) Review of the position as at 30th September for the Asset Management Committee and Environmental budgets. Further consideration will be given to expenditure plans in 2021/22

After some comments and questions, it was **RESOLVED** that the report of the Asset Management Committee be noted and that the Asset Management Committee bring forward recommendations on the future management arrangements of Carnforth Allotments.

20085 Town Development & Planning Committee: Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held on notes of the meeting held on 5th October 2020, including:

- 1) Lancaster University have been approached to develop an app about the town and its heritage;
- 2) Review and recommendations to Town Council on planning applications;
- 3) Up to date notifications, information and matters of interest have now been placed in the Town Council and community noticeboards and will be checked regularly. Councillor Smith and his family were thanked for doing this;
- 4) Update on planned events including a restricted Remembrance Service that will be live streamed and the Heritage Transport Festival planned for 2022;
- 5) Update on Public Realm including proposal of additional planters; County Council plans for grass cutting in the coming days/weeks; cancellation of the 'Clear Up' planned for early October;

It was **RESOLVED** that the reports and recommendations of the Town Development and Planning Committee be noted and approved.

20086 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 14th October including:

- 1) **External Audit 2019/20 accounts:** Questions raised by the External Auditor on the 2019/20 Annual Governance & Accountability Return (AGAR) and responses given. Members were advised that the external auditor had indicated that a '*Matter of Interest*' note would be made relating to the increased value of assets following the Town Council's approved revaluation during 2019/20;



Carnforth Town Council

- 2) **Community Benefit Fund: Recommendation** that the Town Council approves payment of £1,000 from the Community Benefit Fund for the Friends of Carnforth Christchurch School and Carnforth Swimming Pool projects;
- 3) **Information Technology:** Potential for enhanced Cloud storage, file sharing and security to be researched;
- 4) **Scheme of Delegation:** A draft Scheme of Delegation for adoption. Councillors acknowledged the document provides a means to enhance the efficiency and effectiveness of the Town Council's business but raised questions about some of the delegated authority and related controls;
- 5) **Budget:** Review of the overall budget position as at 30th September 2020 and plans to develop a budget for 2021/22. It was noted that due to Covid19 forecasts on both income and expenditure have been impacted. The closure of the Civic Hall, the forecast whilst income would not be achieved, savings in expenditure, however, suggests at this stage, that there will be an underspend at the end of the financial year. All committees were encouraged to review their spending plans for the remainder on 2020/21 and that for 2021/22;
- 6) **Internal Controls:** Arrangements for the review of the effectiveness of the Town Council's internal controls which is a formal requirement of the Accounts and Audit Regulations. The Internal Control Statement signed off by the Town Council each year is a key part of the AGAR that standards and statutory requirements are being met. There are nine 'assertions' in the Internal Control Statement and the Finance & Governance Committee will be looking at each of these in detail (one per month) with any recommendations for improvement being made;
- 7) **Skills Audit & Member Development:** It was explained that the document is aimed at identifying Councillors skills and experience so that these can be used to the advantage of the local community as well as identifying areas where competencies can be developed so that they can effectively fulfil their role as elected Councillors. It was **recommended** that the document be approved and completed by all Councillors;
- 8) **Payments list: Recommendation** that the Payments list as circulated be approved by the Town Council. In response to a question, it was confirmed that the Town Council has signed up to a five-year lease of the drinks machine at the Civic Hall.

It was **RESOLVED** that the report of the Finance & Governance Committee be noted, that all recommendations be approved and that Councillors send comments on the Scheme of Delegation before the next Finance & Governance Committee.

20087 Date of next meeting: The next meeting of the Parish Council will be on **Wednesday 18th November 2020**. The meeting closed at 8:30pm

Clerk to the Council Date:

Chair

Date:



Carnforth Town Council

Correspondence – November 2020 meeting



Date	Sender	Topic
19/10/2020	Cllr Reynolds	Summary of financial support available from Lancaster City Council
19/10/2020	Lancaster City Council	Guidance links following COVID-19 Tier System Online Briefing
21/10/2020	Lancaster City Council	Covid 19 presentation slides
21/10/2020	Cllr Grisenthwaite	Project to refurbish bridges on the A601(M) Notes of a meeting held on 14 October 2020
21/10/2020	Cllr Guiding	Monthly report
22/10/2020	Cllr Grisenthwaite	Budget Planning & Precept letter
22/10/2020	Lancashire County Council	Lancashire County Council Transforming Lancashire Travel Consultation
26/10/2020	Met Office	Weather warning
26/10/2020	Town Clerk	Carnforth & the Eden Project brochure for comment
27/10/2020	County Cllr Williamson	Newsletter - Parish Update October 2020
27/10/2020	County Cllr Williamson	Presentation slides from briefing on J33 route options, Lancaster City Centre Movement and Public Realm Strategy consultation
27/10/2020	Town Clerk	Invitation to Carnforth Neighbourhood Plan Working Group to consider the draft plan
27/10/2020	Town Clerk	Request to submit articles for Christmas Carnforth Express
28/10/2020	Met Office	Weather warning
29/10/2020	Town Clerk	Explanation of arrangements for supporting Lancaster City Council's Emergency Assistance Grant Scheme
29/10/2020	Town Clerk	Poster promoting the Emergency Assistance Grant Scheme in Carnforth & surrounding areas
29/10/2020	Town Clerk	Guidance on restrictions at faith & community events due to coronavirus
29/10/2020	Town Clerk	Light based support scheme

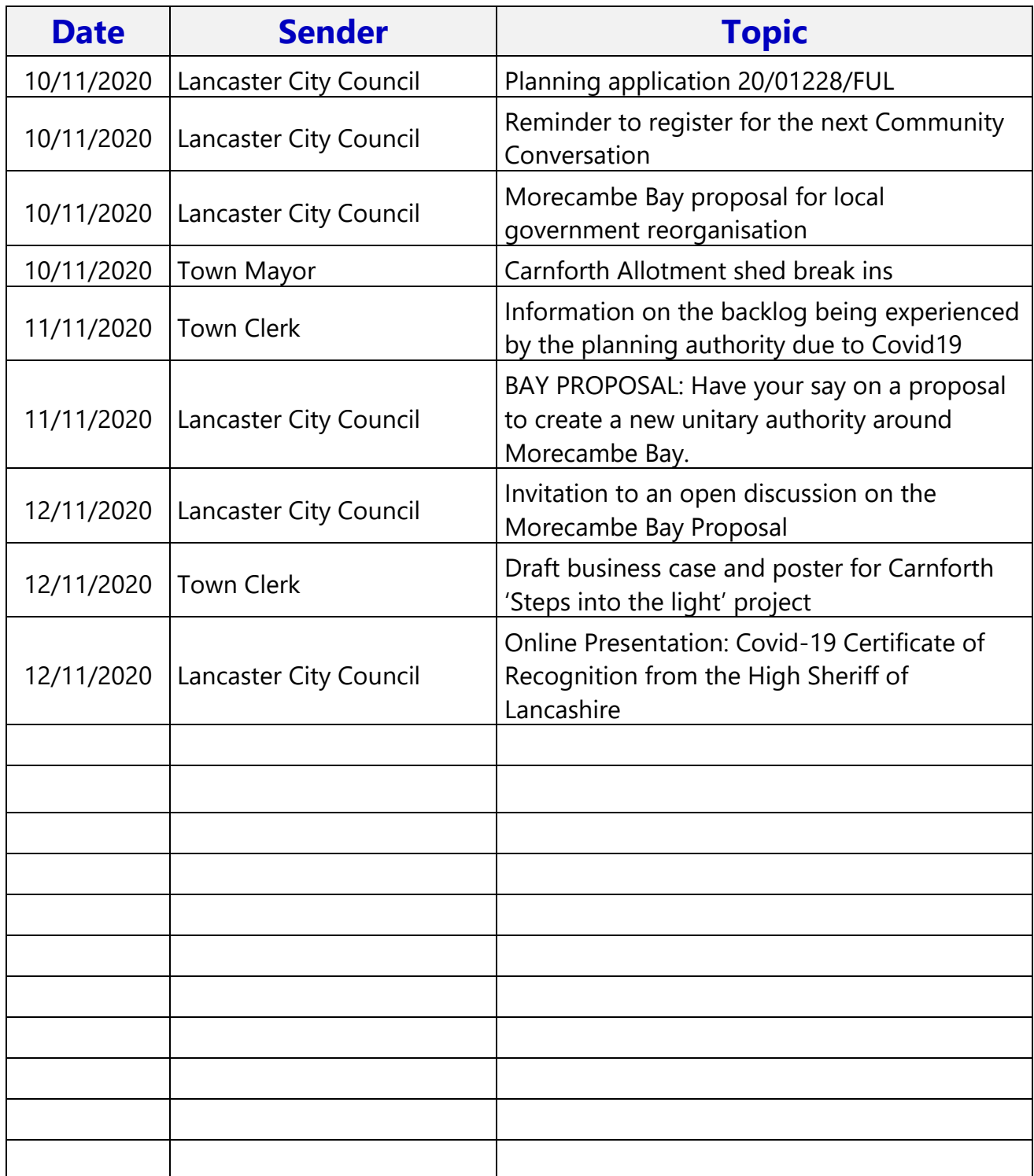


Carnforth Town Council

Correspondence – November 2020 meeting



Date	Sender	Topic
30/10/2020	Town Clerk	Light based support scheme further update
30/10/2020	Lancaster City Council	Planning application 20/0226/TCA
30/10/2020	Lancaster City Council	Planning application 20/0214/TPO
30/10/2020	Town Clerk	Town Development & Planning Cmte Agenda pack
30/10/2020	Town Clerk	Asset Management Cmte Agenda pack
02/11/2020	Cllr Parker	PROW 8 photographs & comments
02/11/2020	Lancaster City Council	Invitation to free online Community Conversation: Supporting Inclusion, Diversity and Social Justice
02/11/2020	Lancaster City Council	Invitation to a National COVID19 Restrictions Briefing
03/11/2020	Lancaster City Council	Planning application 20/01156/FUL
03/11/2020	County Cllr Williamson	Lancashire County Council HWRC and Library opening times and matters during Covid19 restrictions
03/11/2020	Gov.uk	Government guidance on Remembrance Day under Covid19 restrictions
03/11/2020	Troy Hayes PLC	Carnforth Neighbourhood Plan (first draft)
03/11/2020	PKF Littlejohn Ltd	External auditor report & Notice of the conclusion of audit
04/11/2020	Town Clerk	Office closure due to Covid19 restrictions
04/11/2020	Town Mayor	Death of Councillor V Armstrong
05/11/2020	Town Clerk	Instructions on Remembrance Service arrangements
06/11/2020	Town Clerk	Skills audit & Member development form
08/11/2020	Town Clerk	Video recording of Remembrance Service streamed live
08/11/2020	Town Clerk	Finance & Governance Cmte Agenda pack
08/11/2020	Town Clerk	Request for articles for the Carnforth Express
09/11/2020	Carnforth Business Network	Meeting agenda





Carnforth Town Council

Planning Application Comments & Decisions

November 2020 meeting



Application Number / Description	Parish Council Comment	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
19/01525/VCN: Erection of 2 one-bedroom apartments & 8 two-bedroom apartments & relevant demolition of existing detached outbuilding	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	Neutral comment on the application	Awaiting decision
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	Object to the planning application subject to advice from a planning consultant	Awaiting decision
20/00740/FUL: Erection of equipment storage building – Northside Caravan Park, North Road, Carnforth	Support the planning application in principle	Application invalid
20/00752/FUL: Demolition of agricultural buildings, conversion of two barns into two dwellings, erection of five dwellings with associated access & erection of a garage farmhouse – Hodgson's Croft Farm, North Road, Carnforth LA5 9LU	Object to the planning application	Awaiting decision
20/00808/LB: Listed building application - Hodgson's Croft Farm, North Road, Carnforth LA5 9LU		



Carnforth Town Council

Planning Application Comments & Decisions

November 2020 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
20/00871/ADV: Advertisement application for the display of non-illuminated signage comprising of one fascia sign, two free-standing signs & five window signs – Tyre Force NW Ltd, Haws Hill, Carnforth	Support the planning application in principle	Awaiting decision
20/00838/FUL Demolition of side & rear extensions, erection of two-storey side extension, single storey rear extension & single storey front porch extension – Craigholme House, 70 Crag Bank Road, Carnforth LA5 9JH	Support the planning application in principle	Awaiting decision
20/00978/CU: Change of use of office into mixed use of café/restaurant & hot food takeaway with first & second floor living accommodation, alteration to ground floor front façade & installation of flue to the rear – 2 – 7 New Street, Carnforth LA5 9BU	Neutral comment around waste arrangements & late opening times	Awaiting decision
20/01071/FUL: Demolition of existing single storey rear extension & side garage, erection of a two-storey side extension, installation of a flue & widening of existing access point & driveway – 3 Crag Bank Crescent, Carnforth LA5 9EQ	Support the planning application in principle	Application invalid

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 13th October 2020

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

Present: Councillors Branyan (Chair); Bromilow, (Town Mayor); Parker & Watson
In attendance: Bob Bailey, Town Clerk; Rik Marsden, Civic Hall Manager & Terry Allum, Operations.

20029	Apologies: There were no apologies
20030	Declaration on interests and dispensations: There were no declarations of interest or dispensations for items on the agenda
20031	Urgent Business: There were no matters of urgent business
20032	Minutes: It was RESOLVED that the Minutes of the meeting held on Tuesday 22 nd September 2020 be approved.
20033	Public Participation: No members of the public were present
20034	<p>Maintenance Planner: It was confirmed that that the Civic Hall Manager is now using the maintenance planner to review when key regulatory and maintenance tasks and tests should be carried out.</p> <p>After some discussion, it was RESOLVED that the Town Clerk amend the maintenance planner with additional tab and/or comments next to each activity to record their completion and/or any further action required.</p>
20035	<p>Allotments: The Chair reminded Councillors that this issue had been raised following a complaint made by an allotment holder against the Carnforth Allotments Committee and Councillor Gardner's subsequent involvement in resolving the matter. The Town Clerk reported that when taking up post he had enquired about the arrangements with the allotments and was advised at the time that there was a reciprocal arrangement whereby the Town Council did not levy any rent for the allotments, in return for which, the day-to-day management of the allotments is carried out by the Carnforth Allotments Committee.</p> <p>It was noted that no issues associated with the allotments had been in some years, however, this incident has highlighted the need to review the long-standing arrangements currently in place.</p> <p>The Town Clerk reported that the relevant statutes associated with allotments law are many. A publication that sets out in a concise way the implications and requirements of these laws for parish / town councils and local allotment associations has been acquired.</p> <p>After some discussion, it was RESOLVED that contact be made with the Carnforth Allotments Committee to commence a dialogue with a view to a small working party being formed to ensure that formal contracts and / or Service Level Agreements are put in place to ensure that there is a clear landlord and tenant relationship going forward.</p>
20036	<p>Civic Hall: The Civic Hall Manager updated Councillors on the actions that had been taken to ensure that the use of the building complies with government guidelines on COVID-19.</p> <p>A range of tasks have been completed and new equipment purchased, although it was considered that the Hall would benefit from the acquisition of additional 'comfy' seating for elderly patrons of the building. ACTION: Councillor Branyan to follow up potential sources of additional seats.</p> <p>It was noted that as the number of COVID19 cases are on the rise further government amendments to the guidance for businesses and for the use of community halls will need to be taken into consideration.</p>

As this is changing rapidly and considering the probability that Lancashire will be put into Tier 3 of the latest lockdown rules it was considered that it would not now be practical to open to the public on Monday 2nd November.

The Civic Hall Manager pointed out that if this was the Town Council's decision, he would need to advise existing hirers who have been enquiring about when the Hall will be re-opening. Councillors were advised that a further delay in opening may result in hirers looking elsewhere.

After some discussion, it was **RESOLVED** that the Town Council be **RECOMMENDED** to delay re-opening the Civic Hall in November and that existing hirers be informed as soon as practicable.

20037 Outdoor Maintenance: The Outdoor Maintenance Officer reported on recent activities. Repairs to the Carnforth Express wooden train at Crag Bank will be carried out soon. Two wooden flower boxes on Market Street are now beyond repair – the Outdoor Maintenance Officer will make two more to replace them.

Progress is being made with purchasing suitable trees to improve a section of Footpath 8 adjacent to Carnforth Cricket Club. The total cost will be within the designated limit for Committee spend set out in Financial Regulations.

A range of Winter flowers have recently been purchased that will be planted in the War Memorial Gardens and town planters before Remembrance Sunday.

The recent 'town walkabout' identified several tasks that would benefit from attention either by the statutory authorities or the Outdoor Maintenance Officer subject to the amount of additional work required. It was considered that more could be done to encourage volunteers to help with regular and / or one-off tasks, such as removing the weeds from Footpath 8 as part of that project.

It was noted that several additional floor and rail planters have been suggested – these will be considered further by the Town Development & Planning Committee. It was again acknowledged that any additional work must be managed within the Outdoor Maintenance Officers current working hours, or additional hours with Committee approval.

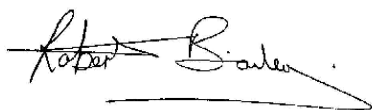
It was then **RESOLVED** that the update on actual and planned outdoor maintenance activities be noted and that subject to the cost of materials for Footpath 8 being within designated Committee financial limits the Town Clerk be designated to action payment.

20038 Budget Planning: Having reported on the position of the Committees budgets as at the 30th September 2020 at the previous meeting, the Committee considered plans until the end of the financial year, including the replacement of some benches. **ACTION:** Town Clerk to prepare a paper on the original financial plans of the Committee in 2020/21 for review.

The Committee were also advised to consider its budget plans for 2021/22 with a view to these being considered as part of the budget process for the coming financial year and for agreement at Budget Council in January.

It was **RESOLVED** that the plans for 2020/21 be reviewed and that consideration be given to budget requirements in 2021/22.

20039 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 3rd November 2020** at 6:00pm



Clerk to the Council

ASSET MANAGEMENT COMMITTEE

Minutes of the meeting held on Tuesday 3rd November 2020 at 5:00pm

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

Present: Councillors Branyan (Chair); Bromilow, (Town Mayor); Parker & Watson

In attendance: Bob Bailey, Town Clerk

20040	Apologies: There were no apologies
20041	Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda
20042	<p>Urgent Business: Given that the country is going into lockdown again there is a need for equipment to be provided that will allow effective business continuity when the Clerk works from home. It was considered practical that the Town Clerk be provided with a printer and a laptop – the Clerk currently using his own equipment when working from home.</p> <p>It was then RESOLVED that the Clerk purchase a suitable printer and provides details of a laptop for further consideration and recommendation to Finance & Governance Committee for approval if the cost is above the limits specified in Standing Orders.</p>
20043	<p>Minutes: It was RESOLVED that with one minor amendment the Minutes of the meeting held on Tuesday 13th October be approved.</p>
20044	Public Participation: No members of the public were present
20045	<p>Maintenance Planner: It was confirmed that that no scheduled maintenance works were due during October. Councillors approved an additional tab on the planner for commentary on the works carried out and any actions required.</p> <p>It was then RESOLVED that maintenance planner be noted.</p>
20046	<p>Allotments: The Chair reported that he has not yet been able to make contact with the Chair of the Carnforth Allotments Committee to commence a dialogue about putting in place a management and governance structure that adequately reflects the responsibilities of the Town Council as landlord and the Allotments Committee and holders as tenants.</p> <p>It was again noted that there has never been a formal structure in place but the importance of moving this forward for the legal and operational benefit of all is acknowledged.</p> <p>It was RESOLVED that urgent contact be made with the Carnforth Allotments Committee with recommendations on progress and the way forward being reported to the Town Council in due course.</p>
20047	<p>Civic Hall: Councillor Watson reported that he has sought a further quotation for the identified internal works, following withdrawal for operational reasons of the preferred contractor. Contact will also be made with the contractors who test the alarm system at the Civic Hall.</p> <p>There was a brief update on the negotiations around the use of the Civic Hall during the coronavirus pandemic. It was reported that as a result of these negotiations action on the acquisition of additional 'comfy' seating has been put on hold.</p> <p>After some discussion, it was RESOLVED that the update on the maintenance and possible use of the Civic Hall in the coming months be noted.</p>
20048	<p>Outdoor Maintenance: It was reported that trees to improve a section of Footpath 8 have now been paid for and arrangements are being made to undertake the work. The Outdoor Maintenance Operative will need assistance from volunteers to carry out the initial clearance work.</p> <p>A range of Winter flowers have been now been planted in the War Memorial Gardens in time for Remembrance Sunday and Armistice Day.</p>

It was then **RESOLVED** that the update on actual and planned outdoor maintenance activities be noted.

20049 Energy Audit: The Clerk reported that the Town Council has been approached by Utility Aid who work closely with the National Association of Local Councils and in the local council sector to keep utility rates as low as possible whilst maintaining a high standard of service and accurate invoicing.

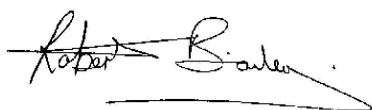
They are offering a free, no obligation, energy audit to highlight ways to cut energy costs and be more energy efficient. A full price comparison with current costs along with best advice on energy markets will be provided.

After some discussion, it was **RESOLVED** that the Town Clerk makes the necessary arrangements for the energy audit to be carried out and that, in due course, this be reported to the Asset Management Committee for consideration.

20050 Budget Planning: The Clerk presented information on the Asset Management Committee's expenditure plans at the start of 2020/21. It was acknowledged that plans for the Town Council as a whole have changed due to the unforeseen impact of the coronavirus pandemic when budgets were agreed in January 2020.

There were some broad suggestions for expenditure for the remainder of this financial year and 2021/22. It was then **RESOLVED** that members of the committee will consider plans with a view to finalising budget requirements for the remainder on 2020/21 and financial year 1st April 2021 to 31st March 2022 at the December meeting of the committee.

20051 Date of next meeting: The next meeting of the Asset Management Committee will be on **Tuesday 1st December 2020 at 5:00pm**. The meeting closed at 6:00pm.



Clerk to the Council

Chair

Date:

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 2nd November 2020

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

Present: Councillor Watkins (Chair); Branyan; Bromilow (Town Mayor); Grisenthwaite; Parker; Smith and Watson

In attendance: Bob Bailey, Town Clerk; one resident

- 20042 Apologies:** Apologies were received from Councillor Holbrook
- 20043 Declaration on interests and dispensations:** Councillors were given dispensation to comment on planning application(s) that may have an impact on where they live.
- 20044 Urgent Business:** Councillor Smith advised that he has taken delivery of the bookmarks for the recipients of the Citizen of Merit Awards. **ACTION:** Clerk and Councillor Grisenthwaite to put together a list of all recipients
- 20045 Minutes:** It was **RESOLVED** that the notes of the meeting held on Monday 5th October 2020 be approved.
- 20046 Public Participation:** A member of the public raised a range of objections on behalf of residents at Crag Bank regarding planning application 20/0214/TPO. The main points related to a perceived lack of information in the application around the reasons for the trees to be felled which are healthy. Comment was also made about previous applications associated with this site.

20047 Planning Applications

Application No:	
20/00912/FUL	Change of use of agricultural land & buildings to agricultural livestock haulage depot, erection of an agricultural livestock & HGV maintenance building & retention of an area of hardstanding – Field at Netherbeck Carnforth
20/0214/TPO	Fell 3 x Ash trees – 25 Crag Bank Crescent, Carnforth LA5 9EQ
20/0226/TCA	Various tree reductions – Carnforth House Farm. 109 North Road, Carnforth LA5 9LX

Councillor Parker provided a report on 'history' of the site relating to planning application 20/00912/FUL. After some discussion, it was determined that a 'neutral' comment should be submitted highlighting matters that the planning authority should consider in making their decision.

Having carefully considered the comments raised by residents relating to planning application 20/0214/TPO it was determined that an 'objection' be submitted due to a lack of information supporting the felling of healthy trees.

Considering planning application 20/00226/TCA it was determined that this application should be 'supported in principle'.

Councillor Smith commented that checks should be made to ensure that all submissions made by the Town Council are posted on the planning authority's portal. **ACTION:** Clerk to check that Town Council planning submissions are submitted within stated deadlines, where possible and are recorded on the planning authority's portal.

It was then **RESOLVED** that the Town Council considers the recommendations of the Committee and determines actions to be taken

20048 Town Development: The committee considered the following updates and opportunities to enhance the town:

- 1) **Remembrance Day:** The Chair outlined the planned arrangements for the Remembrance Day Service which will take place in line with the latest government Covid19 guidelines and restrictions. Councillors supported the Clerk's suggestion that the service be streamed live on the Town Council's Facebook page and that the local community be informed that this will be available to them.
- 2) **Light up Carnforth:** The Clerk reported on conversations that he had been having with a representative from the City Council's Economic Growth & Regeneration team about a possible joint project that will provide financial support to assist with the planning, production and installation costs to light up Carnforth between November 2020 and January 2021. Given the COVID19 restrictions this cannot be an event that directly attracts the public but can be used to improve the experience of shoppers and residents. The Chair advised that he had spoken to the Carnforth Business Network and that they had provided a range of possible ideas for the project. **ACTION:** Clerk to produce a business case for the project in Carnforth for submission to Lancaster City Council
- 3) **WW2 Heritage Trail:** Councillor Grisenthwaite reported that this is progressing, and arrangements are being made to get the leaflet printed and launch the leaflet in due course.
- 4) **Heritage Transport Festival:** Councillor Watkins provided an update on plans. Following a meeting with interested parties it had been agreed to defer the festival until May 2022. This will allow detailed planning to be made and project management arrangements to be put in place. **ACTION:** Councillor Watkins to provide a list of high-level actions so that these can be worked up into clear work packages and responsibilities allocated.
- 5) **Heritage Trail App:** Councillor Smith has submitted a project brief to Lancaster University which is being considered as a possible project for 4th year Computer Science students.
- 6) **Eden project brochure:** Councillor Grisenthwaite presented the *Carnforth and the Eden Project North* brochure. Councillor Grisenthwaite has written the text and the brochure has been kindly designed by Lancaster City Council's Communications and Marketing team. The brochure sets out a case for the important role that Carnforth could play in support of the Eden Project North. **ACTION:** Determine with Councillor Reynolds and City Council colleagues the next steps to move this forward for as part of the wider Eden Project North plans

20049 Public Realm: The committee considered updates on the following public realm matters:

- 1) **Planters:** Prices recently received from one supplier for the purchase of composite planters to be placed on the ground are considered excessive. It was confirmed that composite / recycled plastic planters remain the preferred option to keep maintenance to a minimum and to help reduce the carbon footprint. **ACTION:** Chair to consult McCarthy & Stone seeking a contribution towards the cost of additional planters – Town Clerk to provide contact details.
- 2) **PROW – Footpath 8:** Revised plans submitted by the Outdoor Maintenance Officer were considered and supported. It was reported that the Outdoor Maintenance Officer would welcome the support of Councillors / Volunteers for the initial 'clear up' of weeds and vegetation on this part of the footpath when the works commence. **ACTION:** Clerk to liaise with the Outdoor Maintenance Officer for the purchase of materials and to arrange volunteers to assist in the initial clear up works and the planting of trees;
- 3) **Litter bins:** It was noted that the City Council's Public Realm have not yet delivered / installed a number and range of litter bins that they acquired at the Town Council's request. **ACTION:** Clerk to follow up urgently
- 4) **Bike stands:** Councillor Smith reported that he had undertaken a survey of the area proposed by Lancaster City Council for the installation of up to 10 bike stands to encourage and support growth in cycling as part of the Covid19 recovery work. Whilst the committee broadly support the scheme some questions about the proposed

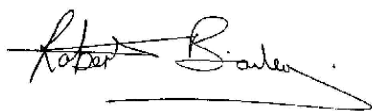
location have been raised.

ACTION: Clerk to liaise with Lancaster City Council to arrange a site visit to discuss the proposals further.

20050 Budget: The Clerk presented information on the Town Planning & Development Committee's expenditure plans at the start of 2020/21. It was acknowledged that plans for the Town Council as a whole have changed due to the unforeseen impact of the coronavirus pandemic when budgets were agreed in January 2020.

There were some broad suggestions for expenditure for the remainder of this financial year and 2021/22. It was then **RESOLVED** that budget plans for the remainder of 2020/21 and financial year 1st April 2021 to 31st March 2022 will be finalised at the December meeting of the committee.

20051 Date of next meeting: The next meeting of the Town Development & Planning Committee will be on 7th December 2020. The meeting closed at 6:20pm



Clerk to the Council Date:

Chair

Date:

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 11th November 2020

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

Present: Councillors Grisenthwaite (Chair); Branyan; Bromilow (Town Mayor); Gardner; Jones; Parker & Watson

In attendance: Bob Bailey, Town Clerk

20062 Apologies: There were no apologies

20063 Declaration on interests and dispensations: There were no declarations of interest or dispensations for items on the agenda

20064 Urgent Business: The following items of urgent business was considered:

- 1) Skills Audit & Members Development:** The Chair noted that the form approved by Town Council had now been issued by the Town Clerk with a deadline for completion and return of 30th November 2020.

It was reiterated that the purpose of the 'audit' was to make best use of finite resources and provide Councillors with an opportunity for their own training and development and to introduce an effective development programme. **As agreed at the Town Council meeting all Councillors are encouraged to complete and return the form by the deadline.**

- 2) Cloud storage & file sharing:** The Town Clerk advised that he has not been able to complete his research of the best options for effective cloud storage and file sharing. It was reported that there are a wide range of solutions and associated costs, each with different advantages and value for money. **The Town Clerk requested, and it was agreed, that Councillor Branyan with his knowledge and experience supports the options analysis and recommendations for consideration;**

- 3) Zoom meetings:** The Town Clerk reported that given the number, importance and complexity of Zoom meetings in recent weeks they had been recorded. Permission to do this had been given at the time and, where necessary, the recordings have been shared with Councillors and other representatives attending the meetings.

This action afforded some benefits but has highlighted that the Town Council's Pro Account with Zoom only allows for 1GB per month of space in the Cloud. Councillors were advised that as current circumstances is creating demand for many more meetings, space for the Town Council's needs is proving to be insufficient - Zoom offer an 'add-on' that provides cloud storage of 100GB per month at an additional cost of £32 per month.

There followed a discussion on whether the benefits of recording meetings outweighed the additional cost and represented value for money. In response to a question, the Clerk advised that should the Town Council take up the 'add-on' it would not be committing itself to a long-term contract and could cancel at any time. **It was then agreed that the option to add 100GB of cloud storage space be approved until 31st March 2021 and its value reviewed before any extension is considered.**

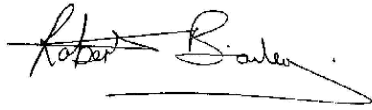
- 4) Assets:** Councillor Branyan, Chair of the Asset Management Committee brought to this Committee's attention two potential purchases being a Video doorbell for installation at Carnforth Civic Hall and a Lenovo laptop for use by the Town Clerk, who currently uses his own device for all Carnforth Town Council work.

After some discussion, **it was agreed that consideration be given to possible alternatives to the video doorbell and that the Town Council be recommended to approve the purchase of a laptop for use by the Town Clerk that will be added to the assets register.**

20065	Minutes: It was RESOLVED that the notes of the meeting held on Wednesday 14 th October be approved.
20066	<p>External Audit Report & Certificate 2019/20: The Clerk was pleased to present the final report of the government appointed external auditors, PKF Littlejohn LLP. The committee were informed that following the Clerk's detailed response to questions raised the external auditors had concluded that in their opinion '...the information in Sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) is in accordance with Proper Practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'</p> <p>The Committee thanked the Clerk for the work he had done through the year and during the audit resulting in the external auditor's positive conclusion. It was then RESOLVED that the Town Council notes the conclusion of the audit and, gives public notice detailing the rights of inspection of the accounting statements and AGAR in line with statutory requirements by 30th November 2020</p>
20067	<p>Scheme of Delegation (SofD): Considering comments made by Town Council when the first draft of the SofD was presented in October, amendments were suggested to clarify 'actions' that can be delegated to the Town Clerk in consultation with the Town Mayor and Committee Chairs and to ensure that emergency expenditure stated in the SofD is in line with adopted Standing Orders.</p> <p>It was then RESOLVED that, subject to the changes being made, the Town Council be recommended to adopt the revised Scheme of Delegation</p>
20068	<p>Budget Monitoring & Planning: The Town Clerk presented a report setting out the up to date 'Net Position' of the Town Council's budgets. The committee were asked to note that there is a favourable variance of over £62,000 arising from a combination of the award of a business grant and both unplanned and unused expenditure arising from the coronavirus pandemic.</p> <p>The Town Clerk was thanked for the report generated from the accounting system which clearly and simply sets out the current position and helps to inform effective financial management and actual performance against budget.</p> <p>Given the current position it was suggested that there may be an opportunity to bring forward projects and expenditure planned for 2021/22 and/or consider other priorities in the remainder of this financial year and the next one.</p> <p>After discussion on some potential projects/expenditure on the horizon it was RESOLVED that the current net position be noted and that the Chair of Finance and Governance again directs all committees to formulate their plans and aspirations for the remainder of 2020/21 and financial year 1st April 2021 to 31st March 2022 so that a full draft budget and precept can be approved at the January meeting of Town Council.</p>
20069	<p>Effectiveness of Internal Controls: The Clerk presented a paper setting out his opinion on the effectiveness of internal controls within Assertion 1 of the AGAR – <i>Financial management & preparation of accounting statements</i>.</p> <p>The Clerk stated of the six controls set out under this assertion he had concluded that four have been achieved in full and two partially achieved. The paper set out recommendations to meet these two controls.</p> <p>After brief comments, it was RESOLVED that Councillors consider the paper in detail for further discussion at the next meeting, when a paper on Assertion 2 – Internal control will be presented for consideration.</p>

20070 **Payments List:** The Town Clerk presented the Payments list. The total payments amount to £6289.18, including grant funding of £2,000 to two community groups; the cost of the recent external auditor and a printer to be added to the Asset Register. After some comments / questions, it was **RESOLVED** that the payments listed be **RECOMMENDED** for approval by the Town Council at its meeting on 18th November 2020

20071 **Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 9th December 2020** at 5:15pm. **The meeting closed at 6:20pm**

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

Clerk to the Council Date: 12th November 2020

Assertion 1 - Financial management & preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for preparation of the accounting statements. To warrant a positive response to this assertion, the following processes need to be in place and effective:

- 1) Budgeting** – The authority prepares and approves a budget in a timely manner before setting a precept prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal is undertaken before the authority commences any significant project or enters into long-term commitments. **Standard Achieved:** In recent years Carnforth Town Council has established robust arrangements for budget planning and monitoring. Budget planning for the coming financial years commences in October/November of the previous year with a final draft budget and proposed precept being approved at a formally convened Budget meeting of the Town Council.

Monitoring of budgets takes place, at least, quarterly with actual performance against budget being reviewed by all committees and reported to the Town Council. Based on these reviews, corrective action is taken, where necessary.

The Town Council does carry out a financial appraisal before it commences any significant project or enters into a long-term agreement.

- 2) Accounting records and supporting documents** – The authority has appointed an officer to be responsible for the financial administration of the authority in accordance with Section 151 of the Local Government Act 1972.

The authority has satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under *Regulation 4 of the Accounts and Audit Regulations 2015*. The RFO has put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance & Accountability Return agrees to the underlying records. **Standard Achieved:** The RFO is the Town Clerk who is a CIPFA qualified accountant and auditor. Financial controls are discharged in line with Regulation 4 of the regulations and financial transactions (payments and receipts) are up to date and maintained through the Scribe accounting system. The RFO is an experienced Clerk who maintains all required supporting information to the accounting statements. These are annually reported to the Finance & Governance Committee and Town Council and as part of both the internal and external audits. Controls ensure that Section 2 of the AGAR agrees to underlying records.

- 3) **Bank reconciliation** – Statements reconciling each of the authority's bank accounts with its accounting records are prepared on a regular basis, including at the financial year-end, and reviewed by members of the authority. **Standard Partially Achieved:** Bank reconciliations are carried out by the RFO on a monthly basis and at year-end supported by reports, but these are not reviewed by members as a matter of course. **Action:** RFO/Town Clerk to provide Chair of Finance and Governance with monthly reports demonstrating that the bank accounts have been reconciled
- 4) **Investments** – Arrangements are in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements are invested appropriately, in accordance with an approved strategy. **Standard Partially Achieved:** Controls are in place through regular monitoring and the terms of reference of the Finance and Governance Committee. There have never been any long-term investments – as such no policy is in place. **Action:** RFO/Town Clerk to draft an investments policy for consideration by the Finance and Governance Committee with any recommendations being considered by the Town Council
- 5) **Statement of accounts** – The authority has arrangements in place to enable preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices. **Standard Achieved:** The RFO/Town Clerk ensures that the statement of accounts is produced in line with the *Joint Panel on Accountability & Governance Practitioners' Guide* and proper practices and instructions provided annually by the Government appointed external auditors
- 6) **Reserves** – The authority has regard to the need to put in place a General Reserve Policy and review the level and purpose of all earmarked reserves. **Standard Achieved:** The Town Council adopted a Reserves Policy in 2019 outlining general and earmarked reserves. This will be reviewed as part of the budget process for 2021/22

Bob Bailey, Town Clerk

11th November 2020



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
- Action routine recurring expenditure within the agreed budget
- Action expenditure on works up to a maximum set out in the adopted Standing Orders and within agreed budgets in consultation with the Town Mayor and Committee Chair(s)

Action additional emergency expenditure up to maximum set out in the adopted Standing Orders outside of an agreed budget in consultation with the Town Mayor and Chair of Finance & Governance Committee 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
- The appointment of the Town Clerk and other staff considering the advice of an appointed interview panel if there is one



CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION

- 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
- 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
- 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



CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION

- 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
- 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



CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION

- 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.

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.



CARNFORTH TOWN COUNCIL DRAFT SCHEME OF DELEGATION

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.

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Carnforth Town Council LA0042**

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

3 External auditor certificate 2019/20

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

31/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)