



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 software on Wednesday 14th April 2021 at 5:15pm

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

<https://us02web.zoom.us/j/86319692240>

A G E N D A

- 21039. Apologies:** To receive apologies
- 21040. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21041. Urgent Business:** To consider any items of urgent business not on the agenda
- 21042. Minutes:** To consider Minutes of the meeting held on 10th March 2021
- 21043. Budget Monitoring and Bank Reconciliation:** To consider net budget position for all payments and receipts and bank reconciliation as at 31st March 2021
- 21044. Annual Governance & Accountability Return (AGAR):** To consider unaudited AGAR 2020/2021
- 21045. Payments List:** To consider payments list for recommendation to Town Council
- 21046. Policy and Procedure:** To consider the following draft policies and procedures:
 - 1) Standing Orders and Financial Regulations review
 - 2) Marking the death of a Senior National Figure Protocol
- 21047. Effectiveness of Internal Controls:** To consider effectiveness of internal controls relating to *Annual Governance Statement Assertions 5, 6 & 7 – Risk Management and Audit* arrangements
- 21048. Items for next Agenda:** To consider any agenda items for next meeting
- 21049. Exempt Agenda item:** To resolve that Agenda item 21050 be an exempt item under Schedule 12A Local Government Act 1972 – '*Information relating to an individual*' and that the press and public be excluded
- 21050. Annual Appraisal:** To consider the objectives and matters arising from Clerk & Proper Officer's annual appraisal (Confidential Report of Cllrs Grisenthwaite and Jones)
- 21051. Date & Time of next meeting:** To consider date and time of next meeting (Wednesday 12th May at 5:00pm)

Clerk and Proper Officer

09 April 2021

Tel: 07846256006 Email: clerk@carnforhtowncouncil.org

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 10th March 2021

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 (Part). Parker and Watson

In attendance: Bob Bailey, Clerk & Proper Officer & Sarah Lowell, Administrative Officer

21027 Apologies: There were no apologies.

21028 Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.

21029 Urgent Business: The following items of urgent business were considered:

- 1) Office 365:** The Clerk thanked Councillors for their patience and resilience whilst the migration to Office 365 was being rolled out. It was reported that he and the Administrative Officer were now using 365 and, with a little time and possibly training, it is clear that it will provide significant benefits to productivity and the efficiency and effectiveness of their work. In due course, Councillors should also benefit from improved security and 'cloud storage', the ability to communicate in real time and have important files and folders in one place. Everyone will benefit from free upgrades to Microsoft applications for as long as the Council has the MS licences.

The Clerk reported that he had initially taken up the option to use 365 on a month's free trial that will allow for a final decision to be made on a permanent arrangement from 1st April 2021.

The Clerk reminded Councillors that the cost per annum for 2 business users and 15 basic licences will be £797. In response to a question it was demonstrated that even with the additional benefits there will be a small saving on the current cost of IT provision through IONOS as well as a saving of £38 per month through using MS Teams instead of the current Zoom conferencing software. It was suggested that the Clerk's paper on the cost and benefits of 365, previously circulated, be attached to the Minutes of this meeting for Councillors information and consideration.

Councillors also asked about the migration of folders previously set up under the IONOS domain and were advised that these, along with all emails, will be migrated to the 365 platform in due course.

- 2) **Council Decisions:** It was reported that as requested the Administration Officer is in the process of populating a spreadsheet with all the decisions and resolutions of the Town Council and its Committees in the current year. This will be maintained from now on, providing a permanent and easily accessible record. Members were informed that, in addition, the relevant Minute reference will be recorded in the Scribe Accounting system against approved payments. **ACTION: Completed spreadsheet to be reported to the next meeting of this Committee and, subject to agreement, published on the Town Council's website.**
- 3) **Civic Hall NHS expenses:** The Clerk reported that following the resolution of the Town Council he had written to the NHS representative with the details of the expenses incurred in preparing Carnforth Civic Hall as a vaccination centre, No acknowledgement or response has been received to date.

21030 Minutes: It was then RESOLVED that Minutes of the last meeting held on Wednesday 10th March 2021 be approved. The Chair commented that he had not yet received any responses from Councillors to his paper regarding the development of a training programme for staff and Councillors. The Chair is continuing to work on this and will be assisted by the Clerk with a view to this being considered in detail at the April meeting of this committee. It was noted that there is no further update on whether the Covid19 support group needs the financial support of the Town Council to set up a bank account or on the advice expected from the Town Council's solicitor on arrangements to take on the running of Crag Bank Village Hall.

21031 Budget Monitoring & Bank Reconciliation: The Clerk presented the up to date 'Net Position' of the Town Council's budgets as at 28th February 2021. The report sets out against each budget heading the net position of receipts and payments and the Committee noted an overall favourable variance of **£46, 574**. Councillors were advised / reminded that due to the closure of the Civic Hall the Council has successfully applied for funding from the *Local Restrictions Business Support Grant*, to the value of £21,000. It was commented that these 'additional reserves' should be earmarked for improvements to Carnforth Civic Hall during the next financial year, subject to Town Council's approval.

The Clerk then presented the *Bank Reconciliation Report* setting out the bank and petty cash balances as at 28th February 2021 that had been reconciled to the accounting records, amounting to **£75,884**.

In response to a question on the reason for the difference between the variance on the net position and amounts held in the bank, it was explained that the latter includes balances brought forward from the previous year.

In response to a question on whether budget variances could be considered in detail, rather than in summary form as shown on the 'Net Position Report', the Clerk confirmed that there is a 'Detailed Cost Analysis Report' and advised that this would be more meaningful if considered as part of the financial outturn after 31st March 2021.

The Clerk reported that there had been no government announcement as yet on the deadline for the accounts to be audited, internally, and approved by parish/town council. This had been extended to 30th November in 2020, due to Covid19, from the usual statutory date of 30th June each year.

It was then **RESOLVED** that the Clerk be thanked for the updates and that the net position and bank balances as at 28th February 2021 be noted and the bank reconciliation signed by the Clerk and Proper Officer and the Chair.

21032 **Payments List:** The Town Clerk presented the Payments List and advised of additional payment received since the list was distributed. With these additions the total payments due amount to £7,167.11.

After questions on the detail in respect of two payments, it was **RESOLVED** that the payments listed be **RECOMMENDED** for approval by the Town Council.

21033 **Payroll Outsourcing:** Following the, in principle, resolution of the Town Council that the payroll function be outsourced the Clerk presented a paper setting out a comparison of costs, services and functions offered from three providers, so that a meaningful comparison and evaluation of value for money could be made.

There was further discussion and questions on the current payroll arrangements and the risks, benefits and opportunities associated with the function remaining 'in-house' or being outsourced. It was then **RESOLVED** that the Town Council be **RECOMMENDED** to approve the outsourcing of the payroll function to e-slips Ltd.

21034 **Powers, duties & responsibilities:** The Clerk presented two papers setting out details of functions and responsibilities at every level of local government (County, District and Parish / Town Councils) and the powers, duties and statutory provisions (Acts) that allow parish/town councils to incur expenditure in the discharge of its functions.

Councillors were unanimous that individually, and together, the papers provide clarity on the differing roles, responsibilities and functions of local government. It was commented that these would be a useful addition to a 'Councillors Induction Pack'.

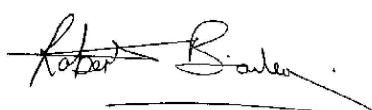
It was then **RESOLVED** that both papers be **RECOMMENDED** to the Town Council for adoption, be published on the Town Council's website and form part of a Councillors Induction Pack, to be developed.

21035 Policy & Procedure: The Chair introduced, and the Clerk commented on, draft policies and procedures covering arrangements to deal with Councillor and Officer grievances, disciplinary process and procedures and a Member / Officer Protocol setting out relative roles and responsibilities and ethical standards expected of a local government organisation. Councillors were advised that these satisfy a requirement to ensure that proper procedures are in place to demonstrate the professionalism and integrity of the Town Council. There was a lengthy discussion on the need for a Member / Officer Protocol for a small Council such as Carnforth given that Councillors are already subject to the requirements of the Code of Conduct and Standards in Public Life. It was then **RESOLVED** that the draft Grievance and Disciplinary Policies and Procedures be **RECOMMENDED** to the Town Council for adoption and that the draft Member / Officer Protocol be deferred to the next meeting of this committee for further consideration and debate on whether it will 'add value'.

21036 Effectiveness of Internal Controls: The Clerk took the Committee through a paper provided covering a review of Assertion 4 of the Annual Governance and Accountability Return (AGAR) on the subject of the *Exercise of Public Rights*. This assertion aims to demonstrate that the Council has '*provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations*'. The Clerk reported and set out evidence to support that the Council fully complies with the expected standards under this assertion. After some comments, it was **RESOLVED that the Town Council's full compliance with Assertion 4 of the AGAR be accepted.**

21037 Items for next Agenda: Councillors noted that it had previously been agreed that the best approach to reviewing the Council's Standing Orders and Financial Regulations would be for a small working group of Councillors Grisenthwaite, Gardner and Evans supported by the Clerk to go through them in detail. This was arranged for Tuesday 6th April 2021. The Chair suggested that items for the next agenda include the proposed Councillor / Officer training programme and the outcome/objectives arising from the Clerk and Proper Officer's annual performance appraisal. It was then **RESOLVED that the agenda items for next meeting be noted.**

21038 Date of next meeting: The next meeting of Finance & Governance Committee will be on **Wednesday 14th April 2021** at 5:15pm. **The meeting closed at 6:35pm**



Clerk to the Council Date:

Carnforth Town Council
Net Position by Cost Centre and Code

Cost Centre Name

Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
43	Insurance	0.00	0.00	0.00	1,500.00	1,247.14	252.86
45	Postage	0.00	0.00	8.77	120.00	251.70	-122.93
46	Telephone	0.00	0.00	0.00	120.00	120.00	0.00
47	Printing	0.00	0.00	0.00	750.00	843.50	-93.50
48	Stationery	0.00	0.00	10.48	100.00	99.35	11.13
85	Publications	0.00	0.00	30.30	0.00	48.36	-18.06
		£0.00	0.00	£49.55	2,590.00	£2,610.05	29.50

Allowances		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
27	Members	0.00	0.00	0.00	1,000.00	0.00	1,000.00
30	Mayor	0.00	0.00	0.00	600.00	648.98	-48.98
		£0.00	0.00	£0.00	1,600.00	£648.98	951.02

Bank		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
70	Service Charge	0.00	0.00	0.00	100.00	177.00	-77.00
71	Bank Interest	0.00	50.00	4.17	0.00	0.20	-46.03
		£0.00	50.00	£4.17	100.00	£177.20	-123.03

Capital Expenditure		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
12	Council Offices	0.00	0.00	0.00	250.00	0.00	250.00
13	Civic Hall	0.00	0.00	0.00	2,000.00	3,615.00	-1,615.00
		£0.00	0.00	£0.00	2,250.00	£3,615.00	-1,365.00

Carnforth Neighbourhood Plan		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
66	Neighbourhood Plan Development	0.00	0.00	1,500.00	2,000.00	1,500.00	2,000.00
		£0.00	0.00	£1,500.00	2,000.00	£1,500.00	2,000.00

Civic Hall		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Electricity	0.00	0.00	21.89	950.00	337.70	634.19
2	Heating Oil	0.00	0.00	0.00	3,500.00	1,404.36	2,095.64
3	Water rates	0.00	0.00	0.00	1,350.00	1,027.55	322.45
4	Cleaning	0.00	0.00	0.00	1,200.00	691.42	508.58
5	Repairs & Maintenance	0.00	0.00	0.00	4,000.00	3,235.14	764.86
6	Waste & Recycling	0.00	0.00	0.00	1,100.00	1,003.72	96.28
7	Drinks Machine	0.00	520.00	30.00	520.00	560.00	-530.00
52	Hire	0.00	10,000.00	4,944.00	0.00	0.00	-5,056.00
		£0.00	10,520.00	£4,995.89	12,620.00	£8,259.89	-1,164.00

Committees		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
15	Assets	0.00	0.00	0.00	3,500.00	3,101.99	398.01
16	Town Development & Planning	0.00	0.00	0.00	3,000.00	2,767.35	232.65
		£0.00	0.00	£0.00	6,500.00	£5,869.34	630.66

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Carnforth Town Council

Net Position by Cost Centre and Code

Cost Centre Name

<u>Community Benefit Fund</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
74	Grants Paid	0.00	0.00	0.00	3,000.00	4,500.00	-1,500.00
76	Grants Received	0.00	0.00	4,425.56	3,000.00	0.00	7,425.56
		£0.00	0.00	£4,425.56	6,000.00	£4,500.00	5,925.56

<u>Community Resilience Fund</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
86	Community Resilience Fund	0.00	0.00	31,003.21	0.00	11,002.80	20,000.41
		£0.00	0.00	£31,003.21	0.00	£11,002.80	20,000.41

<u>Council Office</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
87	Repairs & Maintenance	0.00	0.00	0.00	0.00	162.00	-162.00
		£0.00	0.00	£0.00	0.00	£162.00	-162.00

<u>Environment</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
58	Local Delivery Scheme	0.00	300.00	500.00	0.00	0.00	200.00
61	Grounds Maintenance	0.00	0.00	33.28	1,500.00	1,800.61	-267.33
90	Alexandra Park	0.00	0.00	0.00	100.00	100.00	0.00
		£0.00	300.00	£533.28	1,600.00	£1,900.61	-67.33

<u>Events</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
32	Remembrance Day	0.00	0.00	270.00	1,500.00	40.00	1,730.00
33	Film Night	0.00	2,500.00	330.00	2,500.00	130.00	200.00
34	Twinning Association	0.00	0.00	0.00	200.00	0.00	200.00
35	By-election	0.00	0.00	0.00	4,000.00	0.00	4,000.00
56	Heritage Walk	0.00	0.00	0.00	0.00	0.00	0.00
68	Civic Sunday	0.00	0.00	0.00	750.00	0.00	750.00
69	Armed Forces Day	0.00	0.00	0.00	200.00	150.00	50.00
73	Carnforth In Bloom	0.00	0.00	0.00	100.00	0.00	100.00
75	VE Day	0.00	0.00	0.00	1,250.00	0.00	1,250.00
		£0.00	2,500.00	£600.00	10,500.00	£320.00	8,280.00

<u>Expenses</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
20	Civic Hall Manager	0.00	0.00	0.00	300.00	90.00	210.00
21	Town Clerk	0.00	0.00	0.00	250.00	0.00	250.00
22	Outdoor Maintenance Officer	0.00	0.00	0.00	750.00	56.00	694.00
28	Members	0.00	0.00	0.00	200.00	0.00	200.00
31	Mayor	0.00	0.00	0.00	300.00	6.90	293.10
		£0.00	0.00	£0.00	1,800.00	£152.90	1,647.10

<u>ICT</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
36	Broadband	0.00	0.00	0.00	500.00	593.71	-93.71
37	Hardware	0.00	0.00	0.00	300.00	1,574.61	-1,274.61
38	Domain & Web-hosting	0.00	0.00	71.90	150.00	435.47	-213.57
39	Software	0.00	0.00	0.00	250.00	905.40	-655.40
		£0.00	0.00	£71.90	1,200.00	£3,509.19	-2,237.29

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Carnforth Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Newsletter		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
49	Printing	0.00	0.00	0.00	2,650.00	3,900.00	-1,250.00
50	Distribution	0.00	0.00	0.00	1,900.00	1,800.00	100.00
54	Advertising	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	4,550.00	£5,700.00	-1,150.00

Other income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
83	Other income	0.00	0.00	120.00	0.00	0.00	120.00
		£0.00	0.00	£120.00	0.00	£0.00	120.00

Precept		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
59	Precept	0.00	85,000.00	85,000.00	0.00	0.00	0.00
		£0.00	85,000.00	£85,000.00	0.00	£0.00	0.00

Professional Fees & Services		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
40	Legal Fees	0.00	0.00	0.00	100.00	0.00	100.00
41	Internal Audit	0.00	0.00	0.00	150.00	120.00	30.00
42	External Audit	0.00	0.00	0.00	325.00	400.00	-75.00
82	Planning Services	0.00	0.00	0.00	0.00	1,527.00	-1,527.00
		£0.00	0.00	£0.00	575.00	£2,047.00	-1,472.00

Projects		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
8	Civic Hall Feasibility Study	0.00	0.00	0.00	1,000.00	0.00	1,000.00
91	Eden Project	0.00	0.00	0.00	1,000.00	0.00	1,000.00
92	Carnforth Steps into the light Proje	0.00	3,000.00	3,000.00	3,000.00	2,980.12	19.88
		£0.00	3,000.00	£3,000.00	5,000.00	£2,980.12	2,019.88

Salaries		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
17	Civic Hall Manager	0.00	0.00	0.00	15,000.00	11,398.71	3,601.29
18	Town Clerk	0.00	0.00	0.00	10,784.00	11,431.88	-647.88
19	Outdoor Maintenance Officer	0.00	0.00	0.00	5,000.00	3,375.80	1,624.20
80	PAYE	0.00	0.00	0.00	6,500.00	6,887.83	-387.83
88	Administrative Officer	0.00	0.00	0.00	3,592.00	386.00	3,206.00
		£0.00	0.00	£0.00	40,876.00	£33,480.22	7,395.78

Subscriptions		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
44	LALC Subscriptions	0.00	0.00	0.00	750.00	698.06	51.94
89	Rural Services Partnership	0.00	0.00	0.00	0.00	130.00	-130.00
93	SLCC Subscriptions	0.00	0.00	0.00	0.00	225.00	-225.00
		£0.00	0.00	£0.00	750.00	£1,053.06	-303.06

Suspense account		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
77	Suspense	0.00	0.00	0.00	0.00	0.00	0.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Carnforth Town Council
Net Position by Cost Centre and Code

Cost Centre Name

£0.00 0.00 £0.00 0.00 £0.00 0.00

Training

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
23	Civic Hall Manager	0.00	0.00	0.00	150.00	0.00	150.00
24	Town Clerk	0.00	0.00	0.00	200.00	75.00	125.00
25	Outdoor Maintenance Officer	0.00	0.00	0.00	150.00	0.00	150.00
29	Members	0.00	0.00	0.00	150.00	145.00	5.00
		£0.00	0.00	£0.00	650.00	£220.00	430.00

Value Added Tax

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
72	VAT Refund	0.00	6,000.00	6,965.31	0.00	0.00	965.31
		£0.00	6,000.00	£6,965.31	0.00	£0.00	965.31

War Memorial Gardens

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
51	Electricity	0.00	0.00	0.00	450.00	423.48	26.52
62	Cleaning	0.00	0.00	0.00	1,800.00	1,800.00	0.00
65	Capital expenditure	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	2,250.00	£2,223.48	26.52

NET TOTAL

£0.00 107,370.00 £138,268.87 103,411.00 £91,931.84 42,378.03

Carnforth Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2021		
	Cash in Hand 01/04/2020		23,486.74
	ADD Receipts 01/04/2020 - 31/03/2021		138,302.62
			161,789.36
	SUBTRACT Payments 01/04/2020 - 31/03/2021		96,903.26
A	Cash in Hand 31/03/2021 (per Cash Book)		64,886.10
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2021	18.00
	Unity Trust - Current	31/03/2021	46,100.78
	Neighbourhood Plan	31/03/2021	6,090.70
	Unity Trust - Deposit	31/03/2021	10,004.17
	Barclays	31/03/2021	9,264.14
			71,477.79
	Less unrepresented payments		6,591.69
			64,886.10
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		64,886.10
	A = B Checks out OK		

Carnforth Town Council

ANNUAL RETURN - Section 2 : Statement of Accounts

Accounts for Year from 01/04/2020 to 31/03/2021

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending		
		31/03/2020 £	31/03/2021 £	
1	Balances brought fwd	16802	23487	*
2	Annual precept	78198	85000	
3	Total other receipts	29543	53303	*
4	Staff Costs	34327	34399	
5	Loan interest/capital repayments	0	0	
6	Total other payments	66729	62504	
7	Balances carried forward	23487	64886	*
8	Total Cash and Short Term Investments	23487	64886	*
9	Total Fixed Assets and Long Term Investments	299903	302995	
10	Total Borrowings	0	0	

Carnforth Town Council
DRAFT PAYMENTS LIST 330 TO 360

Voucher	Cheque	Code	Name	Description	Amount
335	Credit Card	15 - Assets	Aggregate Industries	Concrete	220.01
336		17 - Civic Hall Manager	Rik Marsden	Salary	979.25
		<i>Month 12</i>			
337		19 - Outdoor Maintenance Office	Terry Allum	Salary	268.80
338		88 - Administrative Officer	Sarah Lowell	Salary	386.00
		<i>Month 12</i>			
339		18 - Town Clerk	Bob Bailey	Salary	1,048.66
340		46 - Telephone	Bob Bailey	Telephone	30.00
341		45 - Postage	Bob Bailey	Postage	155.96
342		48 - Stationery	Bob Bailey	Stationery	4.00
355		2 - Heating Oil	WCF Fuels	Fuel	499.25
356		80 - PAYE	HMRC	PAYE	614.73
357		66 - Neighbourhood Plan Develo	Troy Hayes Design	Carnforth Neighbourhood Plan	1,800.00
358		61 - Grounds Maintenance	Travis Perkins	Grounds Maintenance	45.03
360		62 - Cleaning	Moor 'N' Wife	Cleaning	540.00
				TOTAL	6,591.69

Carnforth Town Council**DRAFT PAYMENTS LIST**

Voucher	Cheque	Code	Name	Description	Amount
1		16 - Town Development & Planni	Amazon	Gifts & Donations	50.00
2	Credit Card	38 - Domain & Web-hosting	IONOS	Domain & Web-hosting	38.36
3	Credit Card	38 - Domain & Web-hosting	IONOS	Domain & Web-hosting	3.00
4		6 - Waste & Recycling	Lancaster City Council	Waste & Recycling	683.60
				TOTAL	774.96



Marking the Death of a Senior National Figure Protocol	
Adopted by Full Council	
Next Review	

1) INTRODUCTION

This protocol offers guidance to Councillors, staff and the Carnforth community on marking the death of a senior national figure. It sets out the protocols to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

This document is derived from a template supplied by the National Association of Civic Officers (NACO) and is the adopted for interpretation and implementation within Carnforth and Crag Bank.

2) PURPOSE

This protocol is constructed in a way to enable appropriate protocols to be followed when marking the death of other members of the Royal Family, the Prime Minister / former Prime Minister, a serving Councillor or other prominent person.

All parts of this protocol apply on the death of the Sovereign (note: those sections around the Accession Proclamation arise **only** upon the Monarchs death).

The council will follow the government guidelines regarding the kind of funeral planned.¹
Flying of flags at half-mast across the town will be appropriate.

The National Proclamations will be read in London (St James Palace and the Royal Exchange), Edinburgh, Belfast and Cardiff, along with County Proclamations normally read by the High Sheriff.

Elements of this protocol may be used when responding to another incident which has led to a large number of deaths (i.e. a local disaster or terrorist attack).

1 Her Majesty, The Queen will be given a State funeral

The Duke of Edinburgh and the Prince of Wales will be given a Ceremonial Royal Funeral



3) IMPLEMENTATION OF THE PROTOCOL ON HEARING OF THE DEATH

Plans to mark a death must be implemented only when a formal announcement has been made (i.e. where news agencies say 'reports are coming in of the death of...' will be treated with caution. Wherever possible wait for a more definite or specific announcement (i.e. 'it has been announced by Buckingham Palace/Downing Street that...')

For the death of the Sovereign or another senior member of the Royal Family the Clerk and Proper Officer will cascade information through the community to ensure timely decisions and notifications can be made.

For other figures, there may need to be consultation at the time on the ways in which such a death should be marked.

4) FLAG FLYING

The British National flag is to be flown at half-mast in the War Memorial Gardens, Market Street, Carnforth. Guidance on flag flying and what is meant by 'half-mast' is shown in Appendix 1. Councillors or a representative of Carnforth Town Council has responsibility for raising and lowering the flags.

On the formal announcement of death, all flags are to be lowered to half-mast until 08:00hrs on the morning following the funeral.

In the case of the death of the Sovereign, the day following the death will be 'Proclamation Day' (the day when the new Sovereign is proclaimed). On Proclamation Day flags must fly at half-mast at the start of the day.

All flags will then be flown at the masts from 11:00hrs on D+1 (Proclamation Day) to coincide with the Reading of the Principle of the Proclamation and until 13:00hrs.

The Duchess of Cornwall, Duke of Cambridge, Duchess of Cambridge, Prince George of Cambridge, Princess Charlotte of Cambridge, Prince Louis of Cambridge, The Duke of Sussex, The Duchess of Sussex, Duke of York, Earl of Wessex, Princess Royal, Countess of Wessex, Duke of Gloucester, Duchess of Gloucester, Duke of Kent, Prince Michael Kent, Princess Michael of Kent & Princess Alexandra will be given Non-Ceremonial Royal Funerals.



The following day (D+2, as the Proclamation firstly having been read in London on Proclamation Day) will then be read in Belfast, Edinburgh and Cardiff on the day following Proclamation Day.

5) BOOKS OF CONDOLENCE

The provision of 'Books of Condolence' will remain within the power of Lancaster City Council and will also be placed in Carnforth Civic Hall and Crag Bank Village Hall.

6) OFFICIAL CORRESPONDENCE

The Town Mayor will agree a form of words for a message, expressing sorrow at the news of the death. This will be the official form of words to be used on the Town Councils website homepage and on social media pages. An external link to the Buckingham Palace e-book of condolence (www.royal.gov.uk) will be made.

This link will be removed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday the link will be removed at 5.00pm on the Friday).

7) ORGANISATION OF LOCAL EVENTS DURING THE PERIOD OF MOURNING

On the death of the Sovereign large numbers of people may wish to pay their respects and to take part in events that mark not just a sad passing, but a moment in history. The focus will inevitably fall on London, which many will perceive to be the centre of events.

Residents may choose to express their sadness by laying flowers; in order to manage such activity safely. The Town Council has identified War Memorial Gardens, Market Street, Carnforth for this purpose.

All flowers will be removed the week after the funeral has taken place (or once the flowers have died). Weather conditions will have an effect on the above, but decisions will be made giving forethought and sensitivity to the needs of the community.

Church Services may also provide a setting for people to come together to express sadness.

Councillor and staff attendance at such services is encouraged to add to the sense of community coming together in a unified expression of grief.

8) CANCELLATION OF EXISTING PLANNED EVENTS



It is impossible to create hard and fast rules around cancelling long planned events which fall in the period between a death and a funeral. It is best practice to remove the importance of 'cost and inconvenience' when cancelling events, remaining mindfully guided by the public mood. Public opinion can be volatile and change quickly in such emotional circumstances and there is a risk of public criticism if the decision to go ahead is seen to 'go against the grain'.

It is hard to envisage any civic event that should carry on in the period between a death and the funeral as it would risk negative publicity at a time when the rest of the country and the Commonwealth is in mourning.

When the time comes, the question to ask **is not** 'do we cancel?' **but 'is it really necessary and appropriate for this event to go ahead?'**

9) PROCLAMATION DAY

As stated in **2** above, **Proclamation Day** is set to be **the day following** the death of the Sovereign (Day of Death plus 1).

The Proclamation will be made at St. James Palace at 11.00hrs (or 14:00hrs on a Sunday)

The Proclamation is then cascaded.

At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.

At noon on D+2 it will be read in Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle; in Cardiff by Wales Herald Extraordinary at Cardiff Castle; in Belfast by Norroy and Ulster King of Arms

Once those Proclamations have been read it is appropriate for the Proclamation to be read at County, City, Borough and Parish/Town level if they so choose.

The High Sheriff of Lancashire will cause the Proclamation to be read at County level at 12.30hrs.



10) DRESS CODE

Whilst flags are at half-mast it is appropriate for black ties/scarves to be worn by the Chairman, Councillors and staff.

On occasions where a full Council meeting falls during the period of mourning or on the death of the Sovereign and when the Proclamation is read it is appropriate for all Councillors and members of staff to wear a small black rosette (self-supplied) or a black armband.

11) TIMINGS

For Royal funerals planning largely assumes that when a death occurs it will be on an ordinary day of the week and the funeral will follow a given number of days later. That is because when you start to ask, 'what if?' it soon becomes almost impossible to anticipate every conceivable set of circumstances. Easter, Christmas and Remembrance Sunday all throw up possible problems. When reports of a death are received, it will be possible to take a view of whether it is a 'straightforward' time of the year, which gives a clear run, or whether other elements like Easter or Christmas are likely to complicate matters.

A Royal funeral will not take place on a Sunday.

Should Remembrance Sunday fall between D and the day of the funeral it is likely that the National Commemorations would go ahead in some form, but again the lead on local ceremonies should be taken from indications on television, and in the media of plans for the Cenotaph.

12) COUNCIL MEETINGS

Where a meeting of the Council takes place in a room where a picture of The Queen usually hangs the picture does not need to be removed.

Carnforth Town Council will reflect the passing of the person pictured using a black ribbon (NOTE: The Council meeting room does not currently display a picture of the Queen)

The length of time the pictures should be draped in ribbons and when the picture(s) should be moved to a new position will be made by the Clerk and Proper Officer following receipt of updates or by judging public mood/opinion.



13) MARKING A SILENCE

The death of a Senior National Figure may be marked by a National Two Minute Silence.

On the death of the Sovereign there will be a Two Minute Silence at 11.00am on the day of the funeral (D+10).

It may be that Silence will be kept for other members of the Royal Family; advised for the day of the funeral as part of the funeral service.

14) LETTER OF CONDOLENCE

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereigns deaths, in which case they should be sent to the new Sovereigns Private Secretary asking that condolences be passed on to the new Sovereign). In each case **one 'official'** letter of condolence will be sent on behalf of the Town Council by the Clerk and Proper Officer.

15) PUBLIC HOLIDAY

The day of the State Funeral will be a Public Holiday, unless D10 falls on a Saturday.



APPENDIX 1

FLAGS AT HALF MAST

Half Mast means the flag is flown two thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the mast. Flags cannot be flown at half-mast on poles that are more than 45 degrees from the vertical or have fixed point fixings. A mourning cravat can be used instead in this case.

When a flag is to be flown at half-mast it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all.

Flags should be flown at half-mast on the following occasions:

- 1) From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at **full mast following the proclamation**.
- 2) From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
- 3) On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.
- 4) The funerals of foreign rulers, subject to special commands from the Sovereign in each case.
- 5) The funerals of Prime Ministers and ex-Prime Ministers of the UK, subject to special commands from the Sovereign in each case.
- 6) The funerals of First Ministers and ex-First ministers of Scotland, Wales and Northern Ireland, subject to special commands from the Sovereign in each case. Unless otherwise commanded by the Sovereign, this only applies to flags in their respective countries.
- 7) Any other occasions where the Sovereign has given a special command.



APPENDIX 2

PLACING OF RIBBONS

Where an image of a member of the Royal Family (usually the Sovereign) is displayed it is appropriate to mark the death of the person depicted in some way.

Carnforth Town Council will mark the death by placing black ribbon across the top right-hand corner of the picture (as illustrated).



Assertion 5 — Risk management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:

- 1) **Identifying and assessing risks** — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- 2) **Addressing risks** — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.

Standard Achieved: The Council has a robust approach to managing its risks. A detailed risk assessment, recommended by the Finance and Governance Committee is presented annually to full Council for consideration and approval.

Throughout 2020/2021 risk assessments have been carried out relating to the impact of Covid-19 on the Council's business and operations, specifically management of Carnforth Civic Hall and Council meetings, as well as various events throughout the year.

Acting on behalf of the Council, the Finance and Governance Committee has undertaken a detailed review of its internal control arrangements and instigated improvements where these have been considered necessary, notably the outsourcing of the payroll function and more detailed reporting to the Finance and Governance Committee of monthly budget monitoring and bank reconciliations.

Assertion 6 — Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1) **Internal audit** — The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.
- 2) **Provision of information** — The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.

Standard Achieved: The appointed Internal Auditor is a qualified CPFA accountant and former Head of Internal Audit at Lancaster City Council. Each year he carries out a robust audit of the Council's financial management, risk, internal control and governance arrangements. All documentation and records requested by the Internal Auditor are provided and the Clerk/Proper Officer in his role as the Responsible Financial Officer provides any explanations as required.

Assertion 7 — Reports from Auditors

We took appropriate action on all matters raised in reports from internal and external audit.

To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.

Standard Achieved: The Internal Auditor's detailed annual report and any recommendations are reported to Finance & Governance Committee and the Annual Meeting of the Town Council along with the signed and completed Internal Audit section of the AGAR. Once the AGAR and support documents have been inspected by the Government appointed external auditors their report and any findings are reported to full Council for consideration. Any recommendations arising from either the Internal or External Auditor's report are considered and corrective action taken where appropriate.

Bob Bailey, Clerk & Proper Officer – April 2021