



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of Carnforth Town Council to be held on Wednesday 19th May at 6:30pm at Carnforth Civic Hall.

Press and public are welcome to attend.

This meeting will be held following government Covid-19 restrictions.

Any member of the public not attending the meeting but wishing to raise a matter for consideration by the Council should contact the Clerk & Proper Officer before 12 noon on the date of the meeting.

A G E N D A

- 21053. Apologies:** To receive apologies
- 21054. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21055. Urgent Business:** To receive matters of urgent business not on the agenda
- 21056. Minutes:** To consider and approve Minutes of meeting held on Wednesday 28th April 2021.
- 21057. 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)
1. Public discussion
 2. Town Mayor and Members updates and information only reports since the last meeting
 3. Reports of Ward and County Councillors
 4. Reports from outside bodies
- 21058. 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
20/01191/FUL (Amendment)	Erection of a retail food source with associated parking, access, gates and boundary fencing, construction of a bin store and landscaping - Land at Carnforth Business Park, Kellet Road, Carnforth Recommendation: Neutral comment
21/00383/FUL	Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth
Public path diversion order: Part of footpaths Carnforth 2, 3 & 4 Galley Hall Farm, Shore Road, Carnforth Recommendation:	

- 21059. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)



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- 21060. Town Development & Planning Committee:** To consider report of the Town Development & Planning Committee of meeting held on 10th May 2021 (Cllr Smith to report)
- 21061. Asset Management Committee:** To consider reports of the Asset Management Committee of meeting held on 11th May 2021 (Cllr Watson to report)
- 21062. Finance & Governance Committee:** To consider report of the Finance & Governance Committee of meeting held on 12th May 2021 (Cllr Grisenthwaite to report)
- 21063. Internal Audit Report, Final accounts and Annual Governance & Accountability Return (AGAR) 2020/21:** To consider and approve Internal Audit Report the draft accounts and AGAR and to set the period for public inspection (Finance & Governance Report refers)
- 21064. Risk Register:** To consider for adoption the Risk Register for 2021/22 (Finance & Governance Report refers)
- 21065. Correspondence & Action Log:** To consider correspondence and updated Action Log (See Agenda Pack – Action Log to follow)
- 21066. Casual Vacancy:** To consider update and arrangements to fill a Casual vacancy (Carnforth Ward) on the Town Council (Clerk to Report)
- 21067. Welcome Back Fund:** To consider arrangements for the submission to Lancaster City Council by the end of May a priority list of activities that would benefit from this ERDF funding (Note: Guidance on the fund and how to deliver related activities is available [here](#))
- 21068. Date & Time of next meeting:** 16th June 2021 commencing at 6:30pm

Clerk & Proper Officer

Tel: 07845256006 Email: clerk@carnforthtowncouncil.org/FUL

14 May 2021



Carnforth Town Council

Minutes of meeting held on Wednesday 28th April 021

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, Grisenthwaite; Jones, Parker; Smith, Stretch, Watkins and Watson

In attendance: Bob Bailey, Clerk & Proper Officer (Clerk); Sarah Lowell (Administration Officer); Ward Councillors Guilding and Yates; County Councillor Williamson (Part) and two residents

21040 Apologies: Apologies were received from Councillor Gardner

21041 Declaration on interests and dispensations: Councillor Reynolds declared an interest in discussions on planning matters as a Lancaster City Council Member of the Planning Committee. Councillors Jones requested a dispensation on any discussions relating to non-pecuniary interests in the Salvation Army.

21042 Urgent Business: The following matters of urgent business were discussed:

- 1) **Queens Platinum Jubilee:** Councillor Watkins asked whether the Town Council would wish to commemorate the Queens Platinum Jubilee **ACTION:** Refer to Town Development & Planning Committee for consideration and recommendation to the Town Council
- 2) **NHS Expenditure:** The Clerk updated Councillors on the offer made by the NHS in response to the Town Council's claim for expenses incurred and loss of income. It was reported that the NHS had rejected the Town Council's claim for loss of income relating to the standing use of the Civic Hall by the Air Training Corps as part of the existing lease. **ACTION:** Clerk & Proper Officer to draft an email, for approval by Cllrs Bromilow and Grisenthwaite, to be sent to the NHS accepting their offer subject to the additional lost income.
- 3) **Carnforth Wombles:** Councillor Watson presented a request received from the Carnforth Wombles for a variety of equipment that will assist them with their ongoing litter picking and other activities around the town and surrounding areas and keep them safe when carrying out their activities.

Councillors were unanimous in their view that the Carnforth Wombles are providing a valuable voluntary service for the town. There followed a discussion about the cost of the requested equipment, ownership of the assets and the relevant legal power that will allow the Council to purchase this equipment and insurance implications.



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ACTION: Clerk & Proper Officer be given delegated authority to purchase the equipment requested by Carnforth Wombles under Section 137 of the 1972 Local Government Act, subject to best value for money and the prior approval of Councillors Reynolds and Watson.

- 4) **Art Exhibition:** Councillor Branyan reported that the Carnforth Business Network are planning to run an Art Exhibition throughout August and have requested that they be allowed to display a canvas of Vincent van Gogh's 'Sunflowers' – coloured by members of the public – in Carnforth Civic Hall. **ACTION:** Councillor Branyan to inform the Carnforth Business Network that permission to display the canvas has been given, subject to any Covid-19 restrictions at the time.
- 5) **Meetings:** The Town Mayor and Clerk reminded Councillors that the Annual Town Council & Mayor Making will be held, remotely, on Wednesday 5th May and that the next ordinary meeting of the Town Council will see a return to face to face meetings, within government guidelines, on Wednesday 19th May at Carnforth Civic Hall.

ACTION: Clerk & Proper Officer to draft a risk assessment for the return to face to face meetings and make the necessary arrangements with the Civic Hall Manager

After some comments, it was RESOLVED that agreed actions be implemented and updates provided at the next meeting of the Town Council.

21043 Minutes: It was **RESOLVED** that the Minutes of the meeting held on Wednesday 17th March 2021 be approved.

21044 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** No matters were raised by members of the public.
- 2) **Councillor updates / matters:** Councillors provided updates and raised issues covering a variety of matters including the following:
 - a) **Town Mayor:** The Town Mayor reported on activities in the last month, including visits to a local school and a care home. She is also continuing to work as a volunteer with the Carnforth Covid-19 support group.
 - b) **General updates and reports:** Councillor Smith reported that he had attended a remote meeting with the Canal & Rivers Trust, building on good working relationships on a range of matters, including their support for the planned Carnforth Heritage Festival. It was also reported that the Carnforth Emergency Plan is being reviewed with support from the Administration Officer.
Councillors continue to support Ashtrees Surgery with the vaccination program.



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Councillor Grisenthwaite reported that plans are being made by the ATC to return to the Civic Hall when Covid-19 restrictions allow – probably some time after May 17th. The ATC have been asked to provide a risk assessment of their planned activities when returning to the Civic Hall – their return will also provide an opportunity to, again, review the terms of their lease with the Town Council. **ACTION:** Councillor Grisenthwaite will continue to liaise with the ATC and seek to clarify arrangements for communicating with them going forward.

- 3) **Reports of Ward and County Councillors:** Ward Councillors congratulated the Town Mayor on her two years in tenure, particularly in light of the coronavirus pandemic. All were agreed that with her leadership, Carnforth Town Council has greatly improved its effectiveness in the local community and the wider district. They also acknowledged and commented on recent and planned activities by the Town Council as well as Lancaster City Council's plans in Carnforth as part of their Grassland Management Strategy and the developing arrangements regarding the 'Welcome Back' funding.

Councillor Yates commented on strategic planning and highways matters including the Scotland Road development and the renaming of part of the A601. He commented on the amount of gravel and rubbish around this area and was advised that arrangements are now in place for this to be cleaned on a daily basis.

Councillor Reynolds commented on the sterling work of the Carnforth Wombles and expressed his appreciation that the Town Council had agreed to support them. He also congratulated the Town Council on its 'fantastic' work in bringing the local community together over the last, extremely challenging, year and its achievements in working with Lancaster City Council, in particular, to deliver positive outcomes. .

The Town Council were made aware of a motion made by Lancaster City Council to tackle food poverty, specifically where children are concerned, and on the success of the business grant scheme that has support local businesses throughout the pandemic – he expects that the next 12 months will be a positive one for the town. He concluded by commenting on planning matters including the development of the Porsche Garage and housing on Scotland Road. Councillor Watkins commented that during Easter help was provided to families in need and further activities to provide health and wellbeing support is being planned for later in the year.



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4) **Reports from outside bodies:** The following reports were given and/or had been previously circulated:

- a) **Carnforth Business Network (CBN):** Councillor Watkins had been unable to attend the last meeting of CBN but gave an update on their plans to increase membership and for an Arts Festival for which they request use of the War Memorial Gardens for each Saturday during August. CBN will also be supporting the planned Boardwalk project due to commence in the Autumn.

There being no further updates from other outside bodies it was RESOLVED that CBN be granted use of the War Memorial Gardens during August and that all Councillors and the Clerk be thanked for their contributions and that the information only matters and updates be noted and acted on as necessary.

21045 Motion: The following motion was proposed by Councillor John Reynolds and Seconded by the Town Mayor, Councillor Kath Bromilow:

Our nation's flag is a symbol of liberty, unity and freedom that creates a shared sense of civic pride. People expect to see the Union flag flying high on civic buildings as a sign of our local and national identity.

The Union flag should be flown every day on every Carnforth Town Council buildings, uniting all of us in our shared identity as a British nation.

This motion calls on Carnforth Town Council to :

- 1. Follow advice from the Ministry of Housing, Communities and Local Government, and fly the Union Flag on all civic buildings every day;*
- 2. On days already designated to celebrate or show solidarity with a specific national day or cause, and where an appropriate and recognised flag is available, that flag should be flown;*
- 3. Write to partners and local businesses asking them to adopt this motion;*
- 4. Seek funding that may be available to cover the cost of erecting flagpoles and purchasing flags*

In presenting the motion to Council, Councillor Reynolds commented that the national flag '...is a symbol of liberty, unity and freedom that creates a shared sense of civic pride and people expect to see the Union flag flying high on civic buildings as a sign of our local and national pride, and our shared identity'. After a short discussion, it was **RESOLVED** that the motion be approved and actions required to implement the motion and seek appropriate funding be considered by the Town Development & Planning Committee.



Carnforth Town Council

21046

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

Application No:	Description
21/00092/FUL	Demolition of existing garage and erection of a two-storey side extension – 22 Kings Drive, Carnforth LA5 9AG TD&PC Recommendation: Support in Principle
21/00239/FUL	Erection of a two-storey detached dwelling with associated access – Land adjacent to 18 Crag bank Road, Carnforth LA5 9EH TD&PC Recommendation: Support in Principle
21/00133/FUL	Erection of a single storey front extension – 9 Whernside Grove, Carnforth LA5 9XH TD&PC Recommendation: Support in Principle
20/01143/FUL	(Amended Application) Erection of a single storey front extension, including a canopy, erection of a two storey extension with raised terrace/balcony, construction of a dormer extension to rear elevation and alterations to land levels – 120 North Road Carnforth LA5 9LU Note: Original application was supported in principle
21/00225/FUL	Demolition of existing detached garage & erection of attached garage – 166 Lancaster Road, Carnforth LA5 9EF
21/00451/FUL	Demolition of existing conservatory and erection of a single storey rear extension with balcony above, erection of a single storey front extension and erection of a second storey side extension – 11B The Grove, Carnforth LA5 9JE

Councillors considered and commented on each application in turn and it was **RESOLVED** that planning applications, with the exception of 20/01143/FUL be 'supported in principle'. It was noted that there have been some resident objections to the development set out in planning application 21/01143/FUL and it was pointed out that this amended application presents a reduction in the original plans.

After some comments, it was **RESOLVED** that there are no 'material considerations' but that a neutral comment be made around the character and size of the proposed development.

21047

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 six planning applications were awaiting decision, five had been permitted and one application refused.

There was a discussion on two planning applications that the Town Council had objected to but had been permitted by Lancaster City Council and on the application that had been refused where the Town Council had made a 'neutral comment'. It was then **RESOLVED that the updated position on planning authority's decisions be noted.**



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21048

Town Development & Planning Committee: Councillor Watkins reported on the actions and resolutions arising from the Town Development & Planning Committee held on 19th April 2021, including:

- 1) Plans for the VE Day Service on May 8th at 10:30 am;
- 2) Arrangements to coordinate local groups and volunteers to support families as we transition out of Covid19 restrictions and the wider community on a range of potential activities;
- 3) Establish a Councillor working group to plan and take forward the Heritage Festival scheduled for 2022;
- 4) Planers on Lancaster Road shortly;
- 5) A meeting recently held with staff from Lancaster City Council's on actions that they are taking as part of their Grassland Management Strategy. The Town Council will continue to work with Lancaster City Council to ensure that data and information is accessible and full advantage taken of local knowledge;
- 6) The next scheduled 'Clear up day' is Wednesday 12th May commencing at 10am from Carnforth Civic Hall;
- 7) A second 'walkabout' to inspect Public Rights of Way (PROW's) is planned for Tuesday 4th May at 5pm;
- 8) Update on the latest position with the Carnforth Neighbourhood Plan;
- 9) Outline discussions with Lancaster City Council on ideas for the 'Welcome Back' fund being made available from central government around bringing people back to the town. There has been a suggestion for a 'street festival' that could possibly run concurrently with the CBN's Arts Festival in August – a working group will be established to take this forward as more details on the scheme are known.

There were no questions and it was **RESOLVED that the report, actions and recommendations of the Town Development and Planning Committee be noted and approved.**

21049

Asset Management Committee: Councillor Branyan reported on the actions and resolutions arising from the meetings of the Asset Management Committee held on 20th April 2021, including:

- 1) Request for funding from Carnforth Wombles (See Urgent Business);
- 2) Current use of Carnforth Civic Hall by Lancaster City Council every Friday as a 'Rapid testing centre' and by Carnforth free Methodist every Sunday for worship;



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- 3) A no obligation report on the Council's options for replacing the current heating system and radiators at Carnforth Civic Hall is awaited, subject to which possible funding will be sought;
- 4) Update on the current position with the proposed management of Crag Bank Village Hall;
- 5) Commentary on the recent work undertaken by the Outdoor Maintenance Officer, who continues to do a sterling job;
- 6) Update on the latest position with the Civic Hall maintenance programme;
- 7) Report on the up-to-date Asset Register that will form part of the Annual Governance and Accountability Return (AGAR) and be subject to audit. It was reported that the current value of the Council's assets is £303,000;
- 8) Model lease agreement and risk assessment that is being finalised by the Chair and will form the basis of early discussions with the Carnforth Allotments Association when Covid-19 restrictions allow.

There was a question about the state of soldier in the War Memorial Gardens and a suggestion that the Carnforth Allotments Association may wish to be involved in developing 'pocket parks'. Three issues were reported on matters that a member of the Carnforth Business Network had raised and Councillors were advised that the Outdoor Maintenance Officer is now using a non-chemical weed spray that does not require COSH accreditation. It was then **RESOLVED that the report and actions of the Asset Management Committee be noted and approved**

21050 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 21st April 2021, including:

- 1) Confirmation that arrangements have been finalized to outsource the payroll function and for the first payroll to be run at the end of April;
- 2) Approved policies and procedures will be posted on the Council's website;
- 3) Update on the budget monitoring and bank reconciliation as at 31st March where balances amounted to £64.9k;
- 4) Consideration of the unaudited year end reports, including an explanation of the reportable variances compared to the previous year, specifically a favorable variance on receipts (excluding the precept) of 80% arising from unforeseen grant money received due to the closure of Carnforth Civic Hall for much of the year;



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- 5) Payments List recommended for approval by the Town Council and a recommendation that in future salary payments be aggregated so that individual staff salaries are not identified on published documents, but available for scrutiny through the proper channels;
- 6) An update on the review of Standing Order and Financial Regulations to be recommended for approval at the Annual Town Council meeting on May 5th;
- 7) A protocol for adoption setting out the procedures to be followed when marking the death of a member of the Royal Family or national figure;
- 8) The latest review of the effectiveness of internal controls this time covering standards and assertions relating to Risk Management and Audit. Councillor Grisenthwaite reported that this review represents a high level of good practice and compliance with legislation;
- 9) Clerk & Proper Officers appraisal, agreed objectives for the coming year and a recommendation that an independent job valuation exercise be carried out on the role of Clerk & Proper Officer with the outcomes being consideration, initially by Finance & Governance Committee and recommendations be made to full Council.

There were no questions and it was **RESOLVED** that the report of the Finance & Governance Committee be noted and that all recommendations and actions as set out be approved.

21051 Correspondence and Action Log: The 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 Clerk / Councillors / Committees to address matters arising from the correspondence received. There was no update on the Action Log for this meeting.

It was then **RESOLVED** that the correspondence be noted.

21052 Date of next meeting: The next meeting of the 'ordinary' Town Council will be on **Wednesday 19th May 2021** - this will be a face to face meeting, socially distanced, at Carnforth Civic Hall. Prior to that on Wednesday 5th May will be the Annual Town Council and Mayor Making commencing at 7pm. The meeting closed at 8:35pm

Clerk to the Council Date:

Chair

Date:



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Planning Application Comments & Decisions

May 2021 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
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
20/00978/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
20/01143/FUL: Erection of a single storey side and front extension including canopy, erection of a two storey extension, construction of a dormer extension to the rear elevation and construction of a raised terrace/balcony to the rear – 120 North Road, Carnforth LA5 9LU	Support in principle	Awaiting decision
20/00740/FUL: Erection of an equipment storage building & erection of fencing to boundary and to enclose LPG tanks – Northside Caravan Park, North Road, Carnforth LA6 1AA	Support in principle	Application permitted
21/00155/FUL - Retrospective application for installation of extendable radio antenna – 8 Crag Bank Crescent, Carnforth LS5 9EQ	Object to the planning application	Awaiting decision
21/00092/FUL: Demolition of existing garage and erection of a two-storey side extension – 22 Kings Drive, Carnforth LA5 9AG	Support in principle	Awaiting decision



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Planning Application Comments & Decisions

May 2021 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
21/00239/FUL: Erection of a two-storey detached dwelling with associated access – Land adjacent to 18 Crag bank Road, Carnforth LA5 9EH	Support in principle	Awaiting decision
21/00313/FUL: Erection of a single storey front extension – 9 Whernside Grove, Carnforth LA5 9XH	Support in principle	Application permitted
20/01143/FUL: (Amended Application) Erection of a single storey front extension, including a canopy, erection of a part two storey part single storey extension with raised terrace/balcony, construction of a dormer extension to rear elevation and alterations to land levels – 120 North Road Carnforth LA5 9LU	Neutral comment	Awaiting decision
21/00225/FUL: Demolition of existing detached garage & erection of attached garage – 166 Lancaster Road, Carnforth LA5 9EF	Support in principle	Application permitted
21/00451/FUL: Demolition of existing conservatory and erection of a single storey rear extension with balcony above, erection of a single storey front extension and erection of a second storey side extension – 11B The Grove, Carnforth LA5 9JE	Support in principle	Awaiting decision

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 10th May 2021 at 5.00pm at Carnforth Civic Hall

Present: Councillors Smith (Chair), Branyan (Town Mayor), Parker, Stretch, and Watkins.

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

21043. Appointment of Chair: It was proposed by Councillor Watkins, seconded by Town Mayor Branyan and **RESOLVED** that **Councillor Smith be elected as Chair of the Town Development & Planning Committee for the municipal year 2021/2022.**

21044. Appointment of Vice Chair: Councillor Parker proposed, seconded by Town Mayor Branyan and **RESOLVED** that **Councillor Watkins be elected Vice Chair of the Town Development & Planning Committee for the municipal year 2021/2022.**

21045. Apologies: There were no apologies for absence.

21046. Declarations of Interest: There were no declarations of interest or requests for dispensations.

21047. Urgent Business: Councillor Watkins stated that Armed Forces Day will take place on Saturday 26th June 2021 and that a service will be held. Local Church Ministers are already in agreement to attend, and Councillor Watkins asked that invitations be sent to the local Uniform Groups to attend. **ACTION: Clerk to send out invitations and arrange for the event to be promoted on Social Media and the Council's website.**

The Clerk stated that the Community Hub from Lancaster City Council have requested use of the War Memorial Gardens one Wednesday each month (date yet to be decided) to offer their services and signposting residents to a range of agencies offering support on hardship and health and wellbeing matters.

21048. Minutes: It was **RESOLVED** that the **Minutes of the meeting held on Monday 19th April 2021 be approved.**

21049. "An Art Project for Carnforth": Councillor Watkins asked for this item to be deferred until the next meeting in June.

21050. Planning Applications:

Application No:	Description
Temporary Road Closure. Various Roads (see schedule) daily between the hours of 0800&1800 from Tuesday 4 th May until Friday 7 th May 2021.	
Public path diversion order. Part of footpaths Carnforth 2,3 & 4 Galley Hall Farm, Shore Road, Carnforth	
20/01191/FUL	Erection of a retail food source with associated parking access, gates and boundary fencing, construction of a bin store and landscaping: Land at Carnforth Business Park, Kellet Road, Carnforth

The Committee noted the temporary Road Closure and the Public Path Diversion.

Planning Application 20/01191/FUL **RECOMMENDATION: Support in principle**

21051. Platinum Jubilee: Councillor Watkins stated that the first weekend in June 2022 will be the Queens Platinum Jubilee and asked whether the Town Council would wish to commemorate this special occasion with a small service/event. **ACTION: Clerk to liaise with the local schools with a view to a joint event with the Town Council being developed.**

ACTION: Councillor Parker will put together a list of forthcoming dates for local and national events that will be used to create a 'Calendar of Events' similar to the one previously produced.

21052. Friends of Carnforth Group: Councillor Watkins reported that the local covid support group wish to continue offering their support to the local community after Covid19 restrictions have been removed and will be changing the name of the group to "Friends of Carnforth". Councillor Jones will continue to be the Town Council's representative on this group.

21053. Town Development:**1) Heritage**

a) Heritage Trail App: No further updates. The University Student who has developed the app is currently studying for exams and will not now be available until July. Councillor Smith asked that this item to be deferred until further notice.

b) Heritage Festival: Councillor Watkins reported that a small working group has been formed with a first meeting date arranged for 14th June 2021. It was discussed that Councillors be encouraged to lead on activities and that updates be reported back to Town Development & Planning Committee.

21054. Public Realm & Environmental matters:

1) Public Realm



a) **Natter/key worker's bench:** A NHS & Keyworkers Rainbow designed steel bench has been identified as the Committees preferred option. After some discussion, it was felt that the most suitable positioning would be in the

War Memorial Gardens with one of the existing benches being relocated to the planned "pocket park" at Windermere Road. It was then **RESOLVED that the purchase and location of the NHS & Keyworkers bench be recommended to full Council.**

2) Environmental

a) **Development of Advertising Project:** The metal stakes have been purchased. Three wooden frames now need to be designed and made and the completed structures installed. **ACTION: Councillor Parker to liaise with Outdoor Maintenance Officer to carry out the installation and Clerk to advise Lancashire County Council accordingly.**

b) **Litter Picking Equipment:** Orders have been placed for litter picking equipment and should be available soon. Councillors were advised that the Clerk will be talking to the Carnforth Wombles group with a view to the assets being used by them and available for Clear Up days led by the Town Council. Enquiries are being made with the Council's insurers to include volunteer activities within the Town Council's Insurance cover.

c) **Clear up Day arrangements:** This has been arranged for Wednesday 12th May at 10am – meeting at Carnforth Civic Hall and concentrating on litter and weeds on upper Market Street and North Road. Councillors Parker and Smith will be in attendance along with volunteers from Carnforth Wombles, Carnforth Rotary and residents.

d) **Grassland and Tree Management Strategy:** Councillor Stretch reported back on the recent meeting with Lancaster City Council to create a wildflower area at Crag Bank as part of their strategy (see photo below). The area has now been dug out and the flowers will be planted shortly. The existing planters have been moved to the opposite side of the road and replanted by the Outdoor Maintenance Officer. At the annual Town Council meeting, Councillor Stretch had offered to take the lead on the development of 'pocket parks', following the recent resignation of the previous Councillor lead.



Location for new wildflower bed – Longfield Drive

As well as the outstanding 'pocket park' at Windermere Road, Councillor Stretch has suggested that an area of land on the A6 close to Keerford View (known as the Red Court site) would also benefit from a tidy up and a bench. **ACTION:** Councillor Stretch to take forward plans to develop 'pocket parks' at Windermere Road and Lancaster Road and consider opportunities to involve local schools and Allotments holders in the project.

- e) **Public Rights of Way walks:** Councillor Watkins thanked Councillors for their involvement in the previous PROW inspections and the subsequent detailed reports that will inform recommendations to Lancashire County Council. There was a discussion on further PROW inspections and determining a deadline for completion. **ACTION:** Councillor Parker to take the lead on the next PROW inspections. Completed reports to be submitted to the Lancashire County Council's PROW officer by the end of July and consideration given to developing an informative leaflet on the PROW's being produced later in the year.

21055. Carnforth Neighbourhood Plan (CPN): The Clerk reported that Lancaster City Council and other statutory consultees had completed their screening to determine whether a detailed Strategic Environmental Assessment (SEA) of the draft Carnforth Neighbourhood Plan (CNP) is necessary. The City Council and the other agencies had come to different conclusions but had recommended amendments to policies in the CNP that should satisfy them. These amendments have now been made and conformation that no SEA is required is awaited. In the meantime, there is a need to apply for further funding to take the CNP through to adoption and the Town Council's planning consultants have been asked to provide the required information so that a further application for funding can be made. After some discussion, it was **RESOLVED that the Town Council be recommended to utilise the Carnforth Neighbourhood Plan Reserve to take the Plan forward with any subsequent funding being placed back into Reserves and balances.**

21056. Date of next meeting: The next meeting of the Town Development & Planning Committee will be on Monday 7th June 2021 at 5pm. The meeting closed at 6:00pm

Sarah Lowell
Administrative Officer

Bob Bailey
Clerk & Proper Officer

ASSET MANAGEMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 11th May 2021 at 5:00pm

Present: Councillors Branyan (Town Mayor), Bromilow, Parker and Watson

In attendance: Bob Bailey, Clerk and Proper Officer; Rik Marsden, Civic Hall Manager;
Terry Allum Outdoor Maintenance Officer

21045 Chair: Councillor Branyan proposed and it was passed unanimously that Councillor Watson be elected Chair of the Asset Management Committee for the municipal year 2021/2022. Council Watson thanked Members and took the Chair.

21046 Vice-Chair: Councillor Branyan proposed and it was passed unanimously that Councillor Bromilow be elected Vice-Chair of the Asset Management Committee for the municipal year 2021/2022.

21047 Apologies: There were no apologies

21048 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

21049 Urgent Business: Councillors were advised that arrangements had been made to purchase, at the best value, equipment for the Carnforth Wombles. There followed a further discussion around ownership of the equipment and whether the volunteers should be covered under the Town Council's insurance when carrying out their activities.

1) ACTION: Clerk to meet with the leader of the Carnforth Wombles with a view to options / recommendation being presented to Carnforth Town Council for approval.

It was reported that Carnforth Business Network had raised several issues that are the responsibility of either Lancashire County or Lancaster City Council. The Clerk has since 'signposted' them to the Town Council's website where they can report such matters online. One issue related to the posts and railings at the War Memorial Gardens that the Carnforth Business Network consider are in need of re-painting.

2) ACTION: Clerk to seek quotations from suitably qualified contractors to undertake the required works.

Councillor Parker confirmed that the bus shelters for Back Lane and Lancaster Road will now be installed on 24th May.

21050 Minutes: It was **RESOLVED** that subject to a minor amendments the Minutes of the meeting held on Tuesday 20 April 2021 be approved.

21051 Community Halls: The following matters were discussed:

Civic Hall: The Civic Hall Manager reported on the weekly use of the Civic Hall by Lancaster City Council as a Rapid Covid-19 Test Centre and by Carnforth Methodist Church for worship. Councillors were informed that both hirers fully comply with current Covid-19 guidelines and agreed risk assessments.

Councillors were advised that Lancaster City Council have yet to make any financial offer for use of the Civic Hall.

3) ACTION: Clerk to chase outstanding financial offer for use of the Civic Hall as a Rapid Test Centre

Risk Assessment: The Committee considered the risk assessment circulated by the Clerk for resuming face-to-face meetings. It was noted that the capacity for using the Civic Hall and the 'front room' – with and without tables – still needs to be completed. With the experience of the Town Development & Planning Committee meeting, it was clear that the 'front room' would be preferred for committee meetings. For Full Council meetings it will be necessary to use the Hall to ensure that social distancing rules are met. To help reduce the problem with the acoustics in the Hall the Civic Hall Manager will set up the large display boards for Town Council meetings until such time as restrictions are lifted.

Heating Survey: The Chair reported that the expected survey had not yet been received.

Priority Works – Civic Hall: The Committee broadly discussed the priority works set out in the report previously presented by Councillors Watson and Branyan. It was noted that as well as the replacement of the heating system, the principle work required is the replacement of existing lighting throughout the building. The Civic Hall Manager reported that a no-obligation survey of the lighting had recently been conducted and that the company have requested details of electricity usage so that a reasonable cost and efficiency assessment can be provided along with an estimate of potential savings.

4) ACTION: Clerk to contact Airus Energy Solutions with a view to providing information on energy usage, prior to 2020, so that their survey can be completed and considered by Asset Management Committee at its meeting in June.

There was some discussion about the poor acoustics in the Hall.

5) ACTION: Outdoor Maintenance Officer to seek advice from sound engineer contacts.

Crag Bank Village Hall: It was reported that Councillor Grisenthwaite will be presenting a further report to Finance & Governance Committee on proposals for a management structure/committee at Crag Bank Village Hall. Following a general discussion on all of these matters, **it was RESOLVED that updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.**

21052 **Outdoor Maintenance:** Councillor Branyan commented that Councillors and staff ought to have access to Hi-Viz vests / jackets when being directly involved in community events.

6) ACTION: Councillor Branyan to obtain a quotation for the provision of Carnforth Town Council Hi-Viz vests / jackets.

The Outdoor Maintenance Officer reported on work he had carried out since the last meeting, including successful use of non-chemical weedkiller and the installation and potting of all eight of the new planters on Lancaster Road.

He also commented on the recent meeting with Lancaster City Council, attended by Councillors Stretch and Watkins, to plant wildflowers on the triangular piece of land adjacent to Longfield Drive, Crag Bank which will reduce the grass cutting frequency and provide other bio-diversity and environmental benefits.

The Outdoor Maintenance Officer asked permission for the removal of the Palm Tree in the War Memorial Gardens and requested that Lancashire County Highways be contacted about the state of the footpaths around the 'Owls Sculpture' at the top of Haws Hill. At this point the Chair reminded Councillors that a recent 'walkabout' had highlighted that a Highways directional sign partly obscures the 'Owl Structure'.

There followed a brief discussion around the authority given to the Outdoor Maintenance Officer to act without the prior approval of this Committee.

7) ACTION: Clerk to contact County Highways on the state of the footpath and relocation of signage, at Haws Hill adjacent to the 'Owl Structure'

8) ACTION: Outdoor Maintenance Officer to carry out all work set out in his contract, only bringing to the attention of the Clerk & Proper Officer (in the first instance) any potential work not covered by his existing contract.

Matters were raised regarding weeds on Footpath 8 and the installation of the 'removable' signage being acquired by the Town Development & Planning Committee.

9) ACTION: Councillors Bromilow and Watson to speak with Carnforth Cricket Club regarding removal of weeds on Footpath 8 and Councillor Parker to direct the Outdoor Maintenance Officer on the installation of the newly acquired signage.

It was then **RESOLVED** that updates be noted and actions implemented with progress and any issues reported back to the Asset Management Committee.

21053 **Maintenance Programme – Civic Hall:** Tasks to be carried out in May included monitoring the state of windows, external walls, ceilings and roof and all doors. It was reported that the recent bad weather and the planned checks had identified water leaks that need addressing.

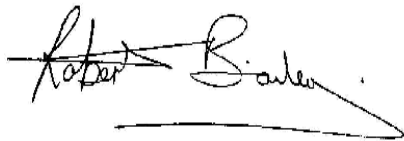
10) ACTION: Councillor Parker to contact the Town Council's preferred roofing contractors with a view to them undertaking remedial work.

21054 **Allotments:** Councillor Branyan presented a draft contract agreement (amalgamated from the existing and a model agreement) between Carnforth Town Council and Carnforth Allotments Committee. The risk assessment previously drafted and circulated by the Clerk was also re-presented. There was some discussion about each of these and whether the Allotments Committee and / or Allotment Holders should be charged rent.

As yet no meeting has been arranged with the Allotments Committee. The Clerk reiterated his view that current arrangements are unsatisfactory and represent a relatively high risk to the Town Council. .

It was then **RESOLVED** that the Chair and Vice-Chair take the lead on moving this issue forward initially through a meeting with key representatives from Carnforth Allotments Committee.

21055 **Date of next meeting:** The next meeting of the Asset Management Committee will be on **Tuesday 1st June 2021 at 5:00pm.** The meeting closed at 6:20pm.

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

Clerk and Proper Officer

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 12th May 2021 at 5:15pm at Carnforth Civic Hall

Present: Councillors Branyan; Gardner; Grisenthwaite, Jones and Watson

In attendance: Bob Bailey, Clerk & Proper Officer

21052	Apologies: There were no apologies.
21053	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
21054	<p>Urgent Business: The following updates arising from the previous Minutes of the Committee were provided:</p> <ol style="list-style-type: none">1) Election of Chair: Councillor Branyan proposed and it was passed unanimously that Councillor Grisenthwaite be elected Chair of the Finance & Governance Committee for the municipal year 2021/2022. Councillor Grisenthwaite thanked Members and took the Chair.2) Election of Vice-Chair: Councillor Grisenthwaite proposed and it was passed unanimously that Councillor Jones be elected Vice-Chair of the Finance & Governance Committee for the municipal year 2021/2022. .3) Crag Bank Village Hall: Councillor Grisenthwaite presented a paper (previously circulated) setting out the background, proposed next steps and options for consideration in negotiating a formal takeover of Crag Bank Village Hall. Councillor Grisenthwaite set out the risks and opportunities associated with each option, where were: Option 1: <i>Comprising of individually named trustees and a management committee made up of members of the public;</i> Option 2: <i>Comprising the Town Council being the 'trustee', with management responsibility for the Hall resting with the Council and day-to-day running being the responsibility of a part-time caretaker</i> <p>After some discussion it was RESOLVED that the Town Council be recommended to approve Option 2 where the discharge of functions of Crag Bank Village Hall will be through one of the Council committees and that management arrangements be in place by 21st June 2021. ACTION: Subject to Town Council's approval, Clerk and Proper Officer to arrange a meeting with the Council's Solicitor to ratify legal requirements and registration of the Town Council's custodianship with HM land Registry</p>

- 4) **Review of Committees 2021:** Following the decision by the Town Council to establish a task and finish group to review the current Committee structure, Councillor Grisenthwaite presented a draft Terms of Reference (previously circulated) setting out the purpose, duration and points to be considered by the group.

After some discussion, it was **RESOLVED that the Task and Finish Group terms of reference for the review of Council committees be approved and that this group comprise of Councillors Jones. Smith and Watson with the work being completed no later than September 2021.**

- 5) **Citizen of Merit:** As requested, the Clerk has produced a nomination form and guidance for the *Citizen of Merit Awards Scheme* that will help ensure that the scheme is effectively coordinated and managed. Members considered the proposed form and guidance and it was then **RESOLVED that the *Citizen of Merit Awards Scheme* nomination form be approved and details of the 2021 scheme be promoted on the Council's website and social media with the deadline for nominations being 31st August 2021.**

- 6) **Insurance Renewal:** The Clerk reported that the Town Council's insurance is due for renewal on 1st June 2021. The Clerk has received the renewal notice from the Council's existing insurers and has 'tested the market' by seeking two alternative quotes from two other well-known insurers of parish/town councils. Both of these have responded stating that they are unable, at this time, to compete with the Council's current arrangements and value for money.

Given recent discussions about the risks associated with volunteers carrying out a variety of tasks around the town, the Clerk reported that he had spoken with the Carnforth Wombles group and had subsequently contacted the insurers requesting a quotation of the annual cost of the Council's insurance with the inclusion of cover for volunteer activities – a response is awaited.

After some comments, it was **RESOLVED that, subject to a satisfactory response, Carnforth Town Council be recommended to accept the renewal of insurance for 2021/2022 with Zurich Municipal with the addition of insurance cover for volunteers carrying out activities authorised by the Council.**

- 7) **ITC:** Councillor Watson asked a question about the plans for sharing documents electronically through Microsoft 365 and the Clerk advised that the intention is to make full use of SharePoint and One Drive (included within the cost of MS 365) to enable this to happen and that training could be provided when Covid-19 restrictions allow. The conversation expanded into a discussion about providing Councillors with the tools that they need to undertake their functions electronically and help the Town Council reduce its carbon footprint.

Following a proposal by Councillor Jones it was **RESOLVED** that the Clerk seek quotations for the provision of electronic Tablets for all Councillors.

- 8) **Committees:** Councillor Branyan reported that the Asset Management Committee had resolved that all Councillors and staff be provided with Carnforth Town Council Hi-viz vests.

21055 Minutes: It was RESOLVED that Minutes of the last meeting held on Wednesday 21st April 2021 be approved.

The Clerk reported that he had contacted the NHS reaffirming the Town Council's position regarding the 'loss of income; when preparing the Civic Hall as a vaccination centre – no further response has been received.

The transition to outsourcing the Town Council's payroll and pensions function has gone smoothly and working well so far. **ACTION:** Councillor Gardner to handover the Employers Pension File to Councillor Grisenthwaite.

21056 Budget Monitoring & Bank Reconciliation: The Clerk presented the *Bank Reconciliation Report* setting out the bank and petty cash balances as at 30th April 2021 that had been reconciled to the accounting records. Having received income from the final business grant from Lancaster City Council, VAT refund and the annual precept balances currently total **£148,196**, It was **RESOLVED that the that the bank reconciliation as at 30th April 2021 be noted and the bank reconciliation signed by the Clerk and Proper Officer and Chair.**

21057 Internal Audit & Annual Governance & Accountability Return (AGAR): The Clerk reported on the completed Internal Audit of the Annual Governance & Accountability Return (AGAR), accounting statements and financial and internal control systems. The Internal Auditor has once again carried out a professional audit and it is pleasing to note that his conclusion is that the Town Council meets all thirteen of the key objectives set out in the AGAR. The Internal Auditor has made three recommendations designed to support the Council's plans and financial management.

The Clerk then explained the process for the AGAR to be approved by the Council at its meeting on 19th May and to ensure that the legal deadlines for submission to the External Audit and the public's right to inspect the Council's accounts are met.

There was some discussion on the high quality of the audit and the assurance that it gives the Council and the public on the management of its finances and governance. The Clerk was thanked for his management of the accounts and it was then **RESOLVED** that:

- 1) The Internal Auditor's report is presented to the Town Council for acceptance;**
- 2) Section 1 of the AGAR – the Annual Governance Statement 2020/21, be recommended for Town Council approval;**

- 3) **Section 2 of the AGAR – Accounting Statements 2020/21, be recommended for Town Council approval;**
- 4) **That the period for the exercise of public rights to inspect the accounts be Monday 7th June to Friday 16th July 2021 inclusive;**
- 5) **That the Finance & Governance Committee review General Reserves in light of the ‘windfall’ from 2020/21 and makes recommendations to the Town Council.**

21058 Risk Register Review: The Clerk has conducted the annual review of the Council's risk management arrangements and register. It was reported that existing risks have been updated with any additional mitigations adopted since the last review. Risks have now been categorized into '*Strategic and Operational*'; '*Financial*'; '*People*'; '*Regulatory*' and '*Covid-19*' – the latter referring to a separate risk assessment that was adopted during 2020/2021 in response to the implications of the coronavirus pandemic on the Council's business activities. It was reported that actions taken by the Council in the last 12 months have helped to mitigate risks and take advantage of opportunities and no other clearly emerging or escalating risks have been identified, other than those highlighted in yellow in the Risk Register for 2021/2022.

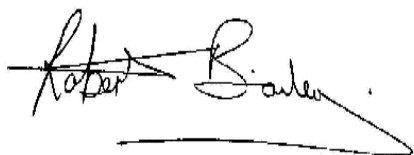
Councillors asked some questions and it was then **RESOLVED that the Risk Register for 2021/22 be recommended for adoption by the Town Council and that this be reviewed by the Finance and Governance committee in October 2021.**

21059 Payments List: The Clerk presented the Payments Lists for orders and expenditure incurred up to 30th April 2021 (£3,774). The Committee noted that, as recommended, the reporting of staff salaries are now indicated under Cost Codes for *Administration* and *Operational* which complies with the General data protection regulations (GDPR). Councillors were advised that a separate record of individual staff payments is maintained and available for inspection on request. It was then **RESOLVED that the Town Council approves the payments listed.**

21060 Items for next Agenda: The Committee **RESOLVED** that the following matters be included on the Finance & Governance Committee Agenda for its meeting in June:

- 1) **Review of Council Policies and Procedures:** Information Management and Data Protection Policy, Privacy Notice, Publication Scheme; and Complaints Procedure;
- 2) **Effectiveness of Internal Controls:** Review of AGAR assertions 8 & 9;
- 3) **Crag Bank Village Hall:** Update on latest position and actions

21061 **Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 9th June 2021** at 5:15pm. **The meeting closed at 6:30pm**

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

Clerk to the Council

Report to Carnforth Town Council

Author: Derek Whiteway

Date: 8th May 2021

Subject: Annual Internal Audit 2020/21

1 Introduction

- 1.1 I have been pleased to again provide the Town Council with an internal audit review of its financial and internal control systems, with the objectives of:
- a) Providing assurance as to the adequacy and effectiveness of the systems in place and making recommendations as appropriate; and
 - b) Providing an opinion on to the extent of compliance with 'Internal Control Objectives' as set out in the standard form of Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) for 2020/21.
- 1.2 This report is structured along the lines of the 'Internal Control Objectives' specified in the AGAR.

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

- 2.1 My review considered the accounting records for the 2020/21 financial year, including bank statements, reports to Finance and Governance Committee and Council, etc. My findings and conclusions were as follows:
- a) I concluded that the control objective had been met.
 - b) During the audit visit, the Clerk and Proper Officer (C&PO) advised that he was planning a review of the Council's budget headings and 'chart of accounts'. I agree that the current structure is overly detailed and would benefit from some simplification/rationalisation. I have agreed to research professional guidance on this matter to assist with the review.
 - c) Notwithstanding the above comments, the accounting system 'Scribe' provides effective record-keeping and reporting appropriate to the Council's size and needs

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

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

- a) I concluded that the control objective had been met. The accounting and payments system is well-designed and efficient in relation to the needs of the Council, with strong approval procedures.
- b) The C&PO currently operates a hybrid filing system, involving both physical and digital copies of invoices, etc. Through discussion, we agreed that a single, comprehensive set of records should be maintained (important should HMRC undertake a VAT audit, for example). The C&PO agreed that he would introduce procedures to upload and retain copies of all supporting documents digitally on the Scribe system.

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

4.1 My review considered the most recent risk assessment record and what arrangements were in place to review risk. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) The current Risk Log was reviewed by the Finance and Governance Committee on 10th June 2020 and approved by Council on 22nd June. The Committee also recommended that arrangements be put in place to review, in more detail, high level risks and all general risks at least twice a year. I fully endorse and encourage the implementation of this approach.

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

5.1 My review considered the budget monitoring reports, the budget and precept setting process and the overall financial position of the Council.

5.2 The level of reserves at the end of the year were £68.9k compared with the previous year's £23.5k. The C&PO explained that this increase is mostly due to the receipt of business grants during the year. The Town Council has resolved to

earmark £14 for various Reserves (by-election, contingency etc) when setting the budget and further funds to carry out essential works at Carnforth Civic Hall.

5.3 My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) A thorough and appropriately detailed budget process was carried out, resulting in precept approval in January 2021.
- c) Monitoring reports to Finance and Governance Committee and Council are set at a suitable frequency and level of detail.
- d) The closing level of reserves represents a welcome increase on previous years and the Council has followed best practice in earmarking funds to special reserves in addition to maintaining a reasonable level of general balances.

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

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

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

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

7.1 The C&PO holds a small cash float of £40, which was established to provide change for the film night events. A formal petty cash system has not been established, although the C&PO informed me that the float had been used on occasion, to reimburse Councillors' expenses from that this year. The transactions are recorded and managed through the Scribe system. My conclusion was therefore that the control objective had been met.

8 Control Objective G - Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied

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

- a) I concluded that the control objective had been met.
- b) The payroll system provides a sound process for calculating and reporting pay and PAYE/NI.
- c) The C&PO has informed me that, from April 2021, the Council's payroll processing has been outsourced to a bureau, thereby providing an additional level of independence. It will be important for the bureau's performance on behalf of the Council to be monitored, especially in the initial months of the arrangements.

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

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

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

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

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

- a) I concluded that the control objective had been met, with periodic bank reconciliations being reported to each meeting of the Finance Committee.

11 Control Objective J - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

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

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

12 Control Objective K – Exemption from a Limited Assurance Audit

12.1 This Control Objective is not applicable to the Town Council.

13 Control Objective L (New in 2020/21) - The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.

13.1 The Transparency Code for Smaller Authorities applies to authorities with a turnover not exceeding £25k. A more detailed and demanding Code applies to larger authorities with a turnover exceeding £200k. The Town Council therefore falls between these two and is not currently required to comply. NALC have, however, strongly encouraged all local councils with a turnover of less than £200k to comply with the Code for Smaller Authorities.

13.2 The Code for Smaller Authorities requires publication on the Council's website copies of Council and Committee agendas and minutes on an ongoing basis and the annual publication of payments over £100 and of the asset register.

13.3 The Council has complied with requirements regarding publication of agendas and minutes during the 2020/21 year and published the annual payments report and asset register for the year ended 31st March 2020. The Town Council has therefore, in my opinion met good practice standards in this objective, which is to be commended.

14 Control Objective M - The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).

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

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

15 Control Objective N - The authority has complied with the publication requirements for 2019/20 AGAR

15.1 I reviewed the Council's website for evidence that appropriate publication of the AGAR and External Audit Opinion had been provided. I concluded that the control objective had been met.

16 Summary

16.1 The past year has been an extraordinarily challenging one for all organisations, the Town Council included. The Council is to be congratulated for maintaining and seeking to develop its standards of governance and financial management during this period. It is particularly notable and creditable that the Council has, at this time, embarked on a detailed review of its internal control environment, with reference to expectations set out in the AGAR.

16.2 In summary, it is my opinion that the Council has established all the elements necessary to provide a sound system of internal control, and these have operated effectively to provide assurance as to the accuracy of the accounts.

16.3 As set out in the above paragraphs, I have made the following new recommendations:

- a) a single, comprehensive set of payment records should be maintained, the suggested method being to upload and retain copies of all supporting documents digitally on the Scribe system. (para 3.1(b))
- b) the performance of the newly appointed payroll bureau should be closely monitored, especially in the initial months of the arrangements. (para 8.1(c))
- c) notwithstanding the absence of a regulatory requirement, the Council should continue to publish information in accordance with the Transparency Code for Smaller Authorities. (para 13.3)

16.4 There are no outstanding recommendations from my previous audits.

16.5 I should like to thank the Clerk and Proper Officer for his assistance and courtesy during the audit and I wish the Council every success in the coming year.



Derek Whiteway

8th May 2021

Annual Governance and Accountability Return 2020/21 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
Strategic and Operational					
1.	Failure to represent community interest effectively in relation to matters likely to impact the town	<p>Town Council is consulted by principal authorities and agencies.</p> <p>Membership of NALC / LALC provides a source of advice.</p> <p>Town Council website is well established and six newsletters published annually. News items are posted on the website and notified to parish contacts.</p> <p>The Town Council has monitored and supported the activities and progress of the Carnforth Neighbourhood Plan Working Group.</p>	Medium	<p>The Council to consider developing a 'Parish Plan' once the Neighbourhood Development Plan is complete.</p> <p>Consider adopting a 'Press and Media Policy'.</p>	Council / Clerk
2.	Minutes are inaccurate and/or decisions may be illegal or ultra-vires.	<p>Meetings are conducted in accordance with standing operational procedures adopted.</p> <p>Minutes are approved by Town Council and Committees at every meeting.</p> <p>Financial Regulations were reviewed and adopted May 2021.</p>	Low	Council will support the Clerk's professional development and Councillors' attendance at training where appropriate.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
3.	Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s)	Low risk given current activities of Town Council. Ensure Town Council decisions are based on full information including professional advice where necessary Insurance cover established	Low	Monitor position as Town Council develops and implements plans for the parish.	Council / Clerk
4.	Action against the council for libel or slander	Meetings are conducted in accordance with standing operational procedures. Members' Code of Conduct adopted Insurance cover established Publication Scheme in place	Low		Council / Clerk
5.	Failure to realise community benefits of a Public Right of Way (PRoW)	Completed PRoW application submitted to and accepted by Lancashire CC.	Low	All PROW's to be inspected and recommendations made.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
Financial					
6.	The Town Council undertakes / makes a payment that is illegal / outside its powers	Formal financial regulations reviewed and adopted in May 2021. Insurance cover established	Low	Ensure councillors are aware and kept up- to-date on the legal powers of parish councils	Council / Clerk
7.	Financial records inadequately / incorrectly maintained	Clerk is a qualified accountant/audit professional. All payments are supported by an invoice / receipt or valid claim. Financial accounts are checked annually by internal and external auditors Details of receipts and payments are reported to each meeting of the council.	Low		Council / Clerk
8.	Financial loss due to ineffective procedures or banking error	Online Banking records are scrutinised regularly by Clerk and monthly reconciliations produced and reported. Banking arrangements are periodically reviewed and accounts are annually reviewed by internal and external auditors.	Low	Annually review banking arrangements to ensure efficient and cost-effective arrangements.	Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
9.	Loss of monies due to fraudulent act (internal or external)	<p>All payments are approved by two councillors and checked against invoices by the Clerk.</p> <p>All expenditure is approved by the council and accounts subject to scrutiny by council and internal and external auditors and the public (annually)</p> <p>Insurance cover established</p>	Low		Council / Clerk
10.	Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans	<p>Precept for the following year considered in January.</p> <p>Amount of precept required will be based on plans for the coming year and the forecasted difference between income and expenditure.</p> <p>A robust budget planning process determines the required level of precept for the following year.</p> <p>Submission of precept order and receipt of monies is checked by the Clerk.</p>	Low		Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
11.	VAT incorrect / not reimbursed / not properly accounted for	VAT analysed in accounts maintained by Clerk and scrutinised by council. VAT returns agreed and submitted annually. Checked by internal and external auditors.	Low		Council / Clerk
12.	Income tax / NI not properly accounted for and paid to HMRC	HMRC PAYE account established. Payroll arrangements and system in place and operating effectively. Payroll function outsourced from April 2021	Low		Clerk
13.	Unidentified / inadequate general and/or earmarked reserves	Levels of reserves required for the following year are considered as part of the budget process on the basis of available funds and costed plans for the coming year. A Reserves Policy has been established during the 2019/20 budget process and is reviewed annually.	Low	A formal review of reserves and the Reserves Policy is planned once the CNDP project is complete.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
14.	Risk of an election being called for on the occurrence of a 'casual vacancy' on the Council. An estimated cost of £5,000 has been advised by Lancaster City Council.	All Town Council seats are filled following the election in May 2018. The target level of General Reserve has been set to take account of the estimated cost of holding an election.	Low		Council / Clerk
People					
15.	Councillor or employee performance may be inefficient or ineffective	An annual performance review for the Clerk is in place	Medium Low	Council will support the Clerk and Councillors' development through attendance at training where appropriate. Develop Councillor Induction and Councillor & Staff Training Programme	Council / Clerk
16.	Loss of employee support (Clerk) through illness / early resignation etc.	Regular contact between Councillors and the Clerk ensure a positive working relationship.	Low	Monitor risk and manage as necessary	Council
17.	Personal injury / damage to staff and/or public or their property arising from defects on the council's property	Property comprises of fixed installations (i.e. seats and benches). Undertake regular maintenance checks and carry out prompt repairs as required.	Medium	Outdoor Maintenance Operative and Civic Hall Manager maintain equipment / assets owned by the council. Insurance includes employee liability cover for staff. Periodically review insurance cover and timely renewal to avoid compensation claims	Council / Staff

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
Regulatory					
18.	Failure to comply with Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014	<p>Requirements of the acts specifically in relation to the annual return and audit arrangements brought to Members' attention.</p> <p>Action Plans to ensure compliance with year-end requirements of Accounts and Audit Regulations 2015 and Local Audit and Accountability Act 2014 are implemented annually</p>	Low		Council / Clerk
19.	Compliance with Transparency Code for Smaller Authorities (the Code)	<p>Information now published in accordance with the Code on the Town Council's own website</p> <p>Compliance is reviewed by the Internal Auditor.</p>	Low	Periodically review compliance with the Code and the effectiveness of current publication arrangements.	Council / Clerk
20.	Compliance with General Data Protection Regulations (GDPR)	<p>Clerk designated as the Data Protection Officer.</p> <p>Data holdings and processing arrangements have been assessed and controls established to ensure compliance and mitigate the risk of any GDPR breaches. Data Protection Policy established.</p>	Low	Review Data Protection and other Information Management Policies	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
21.	Compliance with Freedom of Information Act 2000	A publication scheme setting out the classes of information that the Town Council publishes, or intends to publish, including how that information may be obtained and any charges that may be made was established in December 2018.	Low		Council / Clerk
22.	Failure to comply with the Representation of the Peoples Act 1983	Requirements of the act is brought to Members attention at all Council elections (City/Town and Parish and By-elections) to ensure compliance and monitor the service provision provided by the Returning Officer and Elections team	Low		Council / Clerk
Covid-19					
23.	Returning to Face to Face meetings and events as Covid19 restrictions are lifted	Risk assessment for returning to face to face meetings drafted and sent to Councillors	Medium	Review and approve draft risk assessment for returning to face to face meetings and produce risk assessments for any events in line with Government guidance	Council / Clerk



Carnforth Town Council

Correspondence – May 2021 meeting



Date	Sender	Topic
23/04/2021	Clerk & Proper Officer	Carnforth Town Council Agenda Pack
29/04/2021	Clerk & Proper Officer	Notice of Casual Vacancy
04/05/2021	Lancashire County Council	Temporary road closures
04/05/2021	Lancaster City Council	Parish and Rural Support Network Meeting – Welcome Back funding presentation
06/05/2021	Lancashire County Council	Highways Act 1980 S.119: Wildlife & Countryside Act 1981; Part of footpaths Carnforth 2, 3 & 4 Galley Hall Farm, Shore Road, Carnforth Public Path Diversion 2019
06/05/2021	Clerk & Proper Officer	Town Development & Planning Agenda Pack
06/05/2021	Clerk & Proper Officer	Asset Management Committee Agenda Pack
07/05/2021	Clerk & Proper Officer	Risk assessment for the return to face to face meetings
07/05/2021	Lancaster City Council	Planning application: 20/01191/FUL
08/05/2021	Clerk & Proper Officer	Finance & Governance Committee Agenda Pack
09/05/2021	Clerk & Proper Officer	End of Weekly catch up meetings
09/05/2021	Derek Whiteway CPFA	Internal Audit Report 2020/2021
10/05/2021	Clerk & Proper Officer	Finance & Governance Committee – Reports of Chair
11/05/2021	Deputy Town Mayor	Notes on meeting with Public Realm re Grassland Management Strategy
12/05/2021	Lancaster City Council	Planning application: 21/00383/FUL
12/05/2021	KCS Development Ltd	Potential Development Site at Scotland Road, Carnforth - Monthly Update