



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of the Finance & Governance Committee to be held at Carnforth Civic Hall on Wednesday 9th June 2021 at 5:15pm

A G E N D A

- 21062. Apologies:** To receive apologies
- 21063. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21064. Urgent Business:** To consider any items of urgent business not on the agenda
- 21065. Minutes:** To consider Minutes of the meeting held on 12th May 2021
- 21066. Budget Monitoring and Bank Reconciliation:** To consider bank reconciliation as at 30th April 2021
- 21067. Council Policies and Procedures:**
- 1) Review of Information Management and Data Protection Policy, Privacy Notice, Publication Scheme; and Complaints Procedure;
 - 2) Consideration of draft Communications Policy (new policy)
- 21068. Scale of Charges:** To consider scale of charges for Council services in 2021/2022
- 21069. Effectiveness of Internal Controls:** Review of Annual Governance & Accountability Return (AGAR) assertions 8 & 9
- 21070. Payments List:** To consider payments list for recommendation to Town Council (to follow)
- 21071. Items for next Agenda:** To consider any agenda items for next meeting
- 21072. Exempt Agenda item:** To resolve that Agenda item 21050 be an exempt item under Schedule 12A Local Government Act 1972 – '*Information relating to an individual*' and that the press and public be excluded
- 21073. Staff:** To consider the following staff matters
- 1) Proposal for the appointment of an apprentice for a period of six months (Report to follow);
 - 2) Clerk & Proper Officer Job Evaluation (Confidential – to be sent separately)



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

21074. Date & Time of next meeting: To consider date and time of next meeting
(Wednesday 14th July 2021 at 5:15pm)

Clerk and Proper Officer

04 June 2021

Tel: 07846256006 Email: clerk@carnforthtowncouncil.org

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 Urgent Business: The following updates arising from the previous Minutes of the Committee were provided:

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: *Comprising of individually named trustees and a management committee made up of members of the public;*

Option 2: *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*

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

- 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.

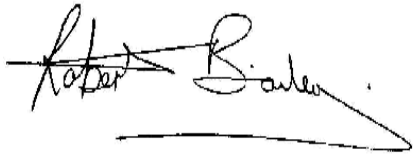
Councillors asked some questions and it was then **RESOLVED that the Risk Register for 2021/22 be recommended for adoption by the Town Council and that this be reviewed by the Finance and Governance committee in October 2021.**

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". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Clerk to the Council

Carnforth Town Council

Information Management and Data Protection Policy

1. Introduction

To conduct its business, services and duties, Carnforth Town Council (the Council) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public;
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up;
- Confidential information about other organisations because of commercial sensitivity;
- Personal data concerning its current, past and potential employees, Councillors, and volunteers;
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

The Council will adopt procedures and manage responsibly all data which it handles and will respect the confidentiality of its own data; data belonging to partner organisations it works with and data belonging to members of the public. In some cases, we will have contractual obligations governing confidential data, but in addition we will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. In being transparent about our activities and functions, for all information which is not personal or confidential, we will be prepared to make it available to partners and local communities.

Details of information which is routinely available is contained in the Council's Publication Scheme, which is based on the statutory model publication scheme for local councils.

2. Protecting Confidential or Sensitive Information

The Council recognises it must at times, keep and process sensitive and personal information about both employees and the public. We have, therefore, adopted this policy not only to meet our legal obligations but also to ensure high standards.

The General Data Protection Regulation (GDPR), which became law on 25th May 2018, sets out the responsibilities of organisations and how they can strike a balance between the rights of individuals and the, sometimes competing, interests of those, such as the Council, with legitimate reasons for using personal information.

3. Personal Data

This policy is based on the principles that personal data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date;
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

The Council processes personal data to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law;
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law;
- monitor its activities including the equality and diversity of its activities;
- fulfil its duties in operating the business premises including security;
- assist regulatory and law enforcement agencies;
- process information including the recording and updating details about its Councillors, employees, partners and volunteers;
- process information including the recording and updating of details about individuals who contact it for information, or to access a service, or make a complaint;
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council;
- undertake research, audit and quality improvement work to fulfil its objects and purposes; and
- carry out Council administration.

Where appropriate, and governed by necessary safeguards, we may carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that **at least one of the following conditions is met for personal information to be considered fairly processed:**

- The individual has consented to the processing;
- Processing is necessary for the performance of a contract or agreement with the individual;
- Processing is required under a legal obligation;
- Processing is necessary to protect the vital interests of the individual;
- Processing is necessary to carry out public functions;

- Processing is necessary to pursue the legitimate interests of the Council or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Council will ensure that **at least one of the following conditions is met**:

- Explicit consent of the individual;
- Required by law to process the data for employment purposes;
- A requirement to protect the vital interests of the individual or another person

4. **Diversity Monitoring**

The Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies. The Council will always give guidance on personnel data to employees, Councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data **shall not** be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

5. Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with the Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however, wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up to date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

6. The Council's Right to Process Information

The Council's right to process information is set out in the General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e), provided that:

- Processing is with consent of the data subject; or
- Processing is necessary for compliance with a legal obligation; or
- Processing is necessary for the legitimate interests of the Council.

7. Information Security

The Council takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose for which it was collected, and only for as long as is necessary, after which it will be deleted.

8. Children

The Council does not anticipate a need to process children's information. If this does become necessary, we will not process any data relating to a child (defined as under 18) without the express consent of the child's parent or guardian.

9. **Rights of a Data Subject**

Access to Information: An individual has the right to request access to the information we have on them. They can do this by contacting our Clerk & Proper Officer. The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Information Correction: If an individual believes that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Clerk & Proper Officer.

Information Deletion: If the individual wishes the Council to delete the information about them, they can request this by contacting the Clerk & Proper Officer.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the our Clerk & Proper Officer.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk & Proper Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

10. **Making Information Available**

The **Publication Scheme** is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community. In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards and the Website.

All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or from the Clerk & Proper Officer.

Occasionally, Council or committees may need to consider matters in private - examples of this are matters involving personal details of staff, or a member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents. The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions, such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

11. **Disclosure Information**

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information

12. **Data Transparency**

Government has issued a Code of Recommended Practice on Transparency, compliance with which is compulsory for Parish and Town Councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum.

Carnforth Town Council exceeds this turnover but will, nevertheless, ensure the following information is published on its Website, for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Glossary of Data Protection Terminology

Data subject - means the person whose personal data is being processed. This may be an employee, prospective employee, associate or prospective associate of Carnforth Town Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients.

Personal data - means any information relating to person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) determines the purposes for which, and the way in which any personal data is to be processed. Parish Councils are exempt from appointing a data controller, but our data will be administered and managed by the Clerk & Proper Officer on the Council's behalf.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it;
- retrieving, consulting or using the information or data;
- disclosing the information or data by transmission, dissemination or otherwise making it available;
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used.

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to out Clerk and Proper Officer.

Email:

clerk@carnforthtowncouncil.org

Telephone: 07846 256 006

Version 1.01 Review

Version 1.0 Adopted by the Town Council: December 2018

Privacy Notice

When you contact us : The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored by Carnforth Town Council (the Council) to enable us to contact you and respond to your correspondence, provide information and/or allow you access to our facilities and services.

Your personal information will be not shared or provided to any other third party.

- Processing is with consent of the data subject; or
- Processing is necessary for compliance with a legal obligation; or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Information Security: The Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose for which it was collected, and only for as long as is necessary. Once this period elapses, the data will be deleted. You may request the deletion of your data held by the Council at any time.

Children: The Council does not anticipate a need to process children's information. If this does become necessary, we will not process any data relating to a child (defined as under 18) without the express consent of the child's parent or guardian.

Access to Information: You have the right to request access to the information the Council holds on you. You can do this by contacting the Clerk & Proper Officer using the contact details provided below.

Information Correction: If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk & Proper Officer to request this.

Information Deletion: If you wish the Council to delete the information about you please contact the Clerk & Proper Officer to request this.

Right to Object: If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Clerk & Proper Officer to object.[Privacy Notice](#)

Rights Related to Automated Decision Making and

Profiling: The Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. You can request a copy of our policies at any time.

Complaints: If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Council by following our Complaints Procedure, available on the Council's Website, or by contacting the Information Commissioners Office, email:

casework@ico.org.uk or tel: 0303 123 1113

Carnforth Town Council

Contact: Bob Bailey, Clerk & Proper Officer,

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

Version 1.01 (review)

Version 1.0 Approved by Parish Council on 18th December 2018

CARNFORTH TOWN COUNCIL - PUBLICATION SCHEME

Class 1 Who we are and what we do - organisational information, locations and contacts		
Information to be published	How the information can be obtained	Cost
Who's who on the Council	<ul style="list-style-type: none"> Council Website – "About Us" Hard Copy – Contact Clerk & Proper Officer 	Free Free
Roles and Responsibilities	<ul style="list-style-type: none"> Council Website – "About Us" Hard Copy – Contact Clerk & Proper Officer 	Free Free

Class 2 What we spend and how we spend it - Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)		
Information to be published	How the information can be obtained	Cost
Annual Governance and Accountability Return and Auditor's Report	<ul style="list-style-type: none"> Council Website – "Council Business" Hard Copy – Contact Clerk & Proper Officer 	Free Free
Finalised Budget and Precept	<ul style="list-style-type: none"> Council Website – "Council Business" and minutes of Budget/Precept Setting meeting 	Free Free
Statement of Accounts	<ul style="list-style-type: none"> Council Website – "Council Business" Hard Copy of Statement of Accounts - Contact Clerk & Proper Officer 	Free Free
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> Council Website – "Policies" Hard Copy – Contact Clerk & Proper Officer 	Free Free
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> Council Website – "Council Business". Hard Copy – Contact Clerk & Proper Officer 	Free Free
Members allowances and expenses	<ul style="list-style-type: none"> Council Website – "Council Business". Hard Copy – Contact Clerk & Proper Officer 	Free Free

Class 3 What our priorities are and how we are doing - Strategies and plans; performance indicators and reviews		
Information to be published	How the information can be obtained	Cost
Parish Plan *	<ul style="list-style-type: none"> • Council Website • Hard Copy – Contact Clerk & Proper Officer 	Free Free
Neighbourhood Plan	<ul style="list-style-type: none"> • Council Website – “Neighbourhood Plan” • Hard Copy – Contact Clerk & Proper Officer 	Free Free
Annual Report (current and previous year as a minimum)	<ul style="list-style-type: none"> • Council Website • Hard Copy – All households receive a copy. For additional copies contact Clerk & Proper Officer 	Free Free

* Carnforth Town Council doesn't currently have a Parish Plan

Class 4 How we make decisions - Decision making processes and records of decisions (Current and previous council year as a minimum)		
Information to be published	How the information can be obtained	Cost
Procedural Standing Orders	<ul style="list-style-type: none"> • Council Website – “Policies” • Hard Copy – Contact Clerk & Proper Officer 	Free Free
Timetable of Parish Council Meetings	<ul style="list-style-type: none"> • Council Website – “Council Business” • Hard Copy – Contact Clerk & Proper Officer 	Free Free
Agendas of Parish Council Meetings	<ul style="list-style-type: none"> • Council Website – “Council Business” • Hard Copy – posted on the Council noticeboards • Hard Copy – Contact Clerk & Proper Officer 	Free Free Free
Minutes of Meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> • Council Website – “Council Business” • Hard Copy – Contact Clerk & Proper Officer 	Free Free
Reports presented to meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> • Council Website (as necessary) • Hard Copy – Contact Clerk & Proper Officer 	Free Free
Responses to consultation papers	<ul style="list-style-type: none"> • Council Website – “Council Business” • Hard Copy – Contact Clerk & Proper Officer 	Free Free

Class 5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders; Code of Conduct and Policy Statements	<ul style="list-style-type: none"> • Council Website – “Policies” • Hard Copy – Contact Clerk & Proper Officer 	Free Free
Policies and procedures for the provision of services, employment of staff, management of information, etc; Complaints Procedure	<ul style="list-style-type: none"> • Council Website – “Policies” • Hard Copy – Contact Clerk & Proper Officer 	Free Free

Class 6 – Lists and Registers - Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Register of Electors – Copy of the principal authority’s electoral register	<ul style="list-style-type: none"> • Visual Inspection – Contact Clerk & Proper Officer 	Free
Asset Register	<ul style="list-style-type: none"> • Council Website – “Council Business” • Hard Copy – Contact Clerk & Proper Officer 	Free
Register of Members’ Interests	<ul style="list-style-type: none"> • Council Website – “About Us” • Hard Copy – Contact Clerk & Proper Officer 	Free Free
Register of Gifts and Hospitality	<ul style="list-style-type: none"> • Council Website – “About Us” • Hard Copy – Contact Clerk & Proper Officer 	Free Free

Class 7 – The Services we offer – Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current Information Only)

Information to be published	How the information can be obtained	Cost
Outdoor Maintenance Officer	<ul style="list-style-type: none"> Council Website – “About Us” Update reports in meeting Agendas and Minutes 	Free Free
Allotments	<ul style="list-style-type: none"> Council Website Contact Clerk& Proper Officer 	Free Free
Burial grounds and closed churchyards	<ul style="list-style-type: none"> The Council is currently not responsible for any burial grounds or closed churchyards 	N/A
Community Centres and Village Halls	<ul style="list-style-type: none"> Council Website Contact Clerk& Proper Officer 	Free Free
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> Currently no responsibility for facilities 	N/A
Seating, litter bins, clocks and lighting	<ul style="list-style-type: none"> Currently no direct responsibility for litter bins, clocks and lighting 	N/A
Bus shelters	<ul style="list-style-type: none"> Council Website Contact Clerk& Proper Officer 	Free Free
Markets	<ul style="list-style-type: none"> The Council is no direct responsibility for markets operating within the Town 	N/A
Public Conveniences	<ul style="list-style-type: none"> The Council is no direct responsibility for Public Conveniences within the Town 	N/A
Services for which the council is entitled to recover a fee (e.g. Community Centres & Village Halls)	<ul style="list-style-type: none"> Council Website Contact Clerk& Proper Officer 	Free Free
Newsletter	<ul style="list-style-type: none"> Council Website Hard Copy – delivered to all households 	Free Free

Version 1.01

Approved by Town Council December 2018

HOW TO COMPLAIN TO CARNFORTH TOWN COUNCIL

Objective: The object of this complaints procedure is to put things right when they go wrong and ensure that mistakes do not recur in the future.

What constitutes a complaint?

A complaint is an expression of dissatisfaction by one or more members of the public about the council's action or lack of action or about the standard of a service delivered by the council. The complaint may relate to an action taken or a service provided by the council itself or a person or body acting on behalf of the council.

What is not a complaint?

If a member of the public reports an issue or matter of concern within the Town, this will not normally be regarded as a complaint, but as a **'Request for Service'**. Such matters, for example a fly-tipping incident or an obstruction of a Public Right of Way, will normally be dealt with directly by the Clerk without any need for a formal response.

What is a complaints procedure?

The way the council manages any report of a problem with the service you are getting or trying to get from the council, or a problem with things that the council does or doesn't do, is via a complaints procedure.

What can be expected?

The aims of a complaints procedure are to ensure the process is:

- well documented and publicised;
- easy to understand and use;
- helpful and receptive, not adversarial;
- objective and based on clear procedures;
- capable of putting things right where necessary;
- sensitive to the needs and circumstances of the complainant;
- adequately resourced and fully supported by parish councillors and the Clerk; and
- regularly analysed to spot patterns of complaint and lessons for service improvement.

How do I complain?

Requests for Service: These should be made to the Clerk & Proper Officer and can be made by any means; phone call, email, letter or in person. You may make a request to a Councillor, but under the legislation governing parish and town councils, a Councillor has no authority to act as an individual and must refer the matter to the Clerk & Proper Officer.

Formal complaint: To register a formal complaint please obtain and complete a copy of the council's **complaint form** with any other information you wish to provide to support your complaint and then return it to the Clerk & Proper Officer's address. If the complaint directly concerns the Clerk & Proper Officer, it should be sent to the Town Mayor of the Council, clearly marked "**Carnforth Town Mayor -Private and Confidential**". Formal complaints are for matters of a serious nature and once resolved will be recorded in the council's minutes. However, certain types of employee related, or other sensitive issues may, under certain parts of legislation, be exempt from publication. You may also send a letter or email of complaint, but the council may ask you to complete their **complaints form** as this allows the council to keep a consistent record of communications on complaints.

Nature of a complaint

Before making a complaint, it is important to contact the council to ensure it is the **Responsible Body** to handle the complaint. It is also important to clearly identify and document the details of the complaint. The way in which a complaint is handled will depend on the nature of the complaint.

The following table summarises how different types of written complaint may be handled by the council.

Nature of the complaint	How to complain	Who to complain to	Who will deal with your complaint
Council processes, procedures and services	<p>Clerk & Proper Officer will provide you with a Complaint Form</p> <p>Complete the form and add any other relevant evidence to support your complaint</p>	Clerk & Proper Officer	<p>You will receive a written reply from the Clerk & Proper Officer</p> <p>The matter may have been debated by the council at a council meeting and if so the Clerk & Proper Officer response will be based on the decision of the council</p>
Financial irregularity	<p>The Clerk & Proper Officer will provide you with a Complaint Form.</p> <p>Complete the form and add any other relevant evidence to support your complaint</p>	Clerk & Proper Officer / Responsible Financial Officer	<p>Clerk & Proper Officer will endeavour to provide an explanation.</p> <p>If you are not satisfied you can report the matter to the External Auditor</p>

Nature of the complaint	How to complain	Who to complain to	Who will deal with your complaint
Conduct of an Employee	Clerk & Proper Officer will provide you with a Complaint Form. Complete the form and add any other relevant evidence to support your complaint	Clerk & Proper Officer, unless the complaint is about the Clerk & Proper Officer. If this is the case the complaint should be sent to the Town Mayor, sealed and marked "private & confidential"	<p>The complaint may be resolved or escalated and be treated as an internal disciplinary matter to be dealt with under the Parish council's employee disciplinary procedure.</p> <p>In the event that the matter escalates the council will provide a copy of the disciplinary procedure on request</p>
Criminal activity	In writing, including any relevant evidence to support your concern	The police	<p>The police</p> <p>Depending on severity, the matter may go to court</p>

Nature of the complaint	How to complain	Who to complain to	Who will deal with your complaint
Conduct of a Councillor	This type of complaint needs to be referred in writing to the principal authority, Lancaster City Council. The Town Council has no power to investigate the conduct of one of its own elected Members	The Monitoring Officer at the principal authority, Lancaster City Council	The Monitoring Officer. Matters may be lengthy if an investigation is undertaken. The matter may be referred for consideration by the Local Standards Committee

A Complaint form is available by email from the Clerk & Proper Officer to accompany this guide.

Version 1.01

Version 1.0 Approved by Parish Council December 2018

CARNFORTH TOWN COUNCIL COMMUNICATIONS POLICY

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1 Introduction

- 1.1 Carnforth Town Council is committed to active community engagement through a wide range of channels, including online and social media.
- 1.2 The Council is committed to the provision of accurate information in respect of its functions, decisions and actions. Accordingly, great care needs to be taken when addressing communications within the Town Council and with outside bodies.
- 1.3 The aim of this Policy is to set out a Code of Practice to provide guidance to staff and Councillors about the use of media such as e-mails, blogs, social networking sites, podcasts, forums, messages boards or comments on web articles such as Twitter, Facebook, Instagram, LinkedIn and other relevant social media websites.

2 Aim

- 2.1 The aim of this Policy is to ensure:
 - Engagement with individuals and communities and successful promotion of Council based services through the use of all media formats;
 - A consistent approach is adopted and maintained on behalf of Carnforth Town Council;
 - That Council information remains secure and is not compromised through the use of social and online media;
 - That users operate within existing policies, guidelines and relevant legislation;
 - That the Council's reputation is upheld and improved rather than adversely affected;
 - That communication is effective, timely, appropriate, useful, engages with a wider audience and utilises cross-promotion of other Council communication tools (e.g. website, newsletter, linking Facebook to Twitter account etc.)

3 Scope

- 3.1 This policy covers all individuals working at all levels within the Council, including all elected and co-opted councillors, the Clerk / Proper Officer, and all other employees.
- 3.2 It is also intended for guidance for others communicating with the Town Council.
- 3.3 This policy supplements and should be read in conjunction with all other policies and procedures adopted by the Council such as the Privacy Policy, Disciplinary Procedures, Members' Code of Conduct and such like.
- 3.4 This policy does not form part of any contract of employment and it may be amended at any time.
- 3.5 The policy covers all of the Council's online media channels, which are currently:
 - www.carnforhtowncouncil.org – website.
 - E-mail addresses linked to Carnforth Town Council carnforhtowncouncil.org domain name.
 - Facebook
 - Twitter - [@CarnforthTC](https://twitter.com/CarnforthTC)
- 3.6 Over time the Town Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this policy may be updated to reflect the new arrangements that it uses to communicate with people who live in, work in and visit Carnforth. The Council will always try to use the most effective channel for its communications.
- 3.7 The use of new media channels will not replace existing forms of communication.
- 3.8 The website and other forms of social media will be used to enhance communication.

4 Data Protection

- 4.1 Carnforth Town Council is the Data Controller as defined by GDPR of personal data processed by the Council and Councillors. The Data Protection Officer, appointed by the Council is the Clerk / Proper Officer.
- 4.2 Councillors or staff must not send, receive or disseminate proprietary data or any confidential information belonging to Carnforth Town Council to, or from, a third party unless authorised
- 4.3 Permission to publish photographs or videos on social media sites should be sought from the persons, parent / guardian or organisations in the video or photograph before being uploaded.

5 E-mails

- 5.1 Councillors and staff will be provided with an e-mail address linked to the carnforthtowncouncil.org domain name upon their appointment to a position within the Council. Access to e-mail accounts will be removed as soon as a relationship with the Council ceases.
- 5.2 Individuals are responsible for what they post or send. Councillors and staff are personally responsible for any online activity conducted via e-mail addresses linked to the Carnforth Town Council domain name.
- 5.3 Councillors and staff are restricted to ensuring use of these accounts is for the proper performance of their Council related duties only. These accounts should be the only ones used by Councillors and staff in relation to their Council related duties.
- 5.4 The use of email to exchange correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason.

- 5.5 The Council will audit and monitor use of the systems to ensure proper and effective business use. Privacy should not be expected in the use of Council email facilities. All email is stored and the Council may inspect an email (including personal emails) at anytime.
- 5.6 No account details may be changed without first informing the Clerk / Proper Officer.
- 5.7 E-mail that is sent to external addresses should include the Council's standard disclaimer and signature format.
- 5.8 Email to multiple addresses outside Carnforth Town Council should be sent as blind copy, (bcc). Messages sent to groups of people must be relevant to all concerned.
- 5.9 Councillors and staff are not permitted to debate matters of council business by e-mail. The correct procedure is for the debate to take place at a public meeting.
- 5.10 Junk mail is a hazard of internet life and efforts should be made to isolate it at source. If not it should be deleted immediately, and no attachments should be opened. It is important to keep virus protection up to date.
- 5.11 In order to protect from viruses, email attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened. If they are from a sender whom you do not recognise, simply delete.
- 5.12 Be aware that agreements made by email have the same status as letters or formal contracts. The Clerk / Proper Officer has the sole authority to purchase or acquire goods or services on behalf of the Council via email.
- 5.13 Email inboxes must be checked regularly to ascertain all correspondence within that system.
- 5.14 Arrangements must be made to ensure that inboxes are checked during times of absence due to holiday or sickness.

5.15 It is recommended that e-mails are retained for no more than twenty-four months before they are deleted. Those containing important material should be saved to a separate folder.

6 Social Media

6.1 The Clerk / Proper Officer is the designated 'Council' owner of social media channels agreed by the Council and will be an administrator / moderator on all accounts.

6.2 Other staff officially appointed by the Council may assist the Clerk / Proper Officer to disseminate information. However, all must ensure they follow this policy.

6.3 No account details may be changed without first informing the Clerk / Proper Officer.

6.4 Individual Councillors are at liberty to set up their own social media accounts but they should ensure they comply with this policy and ensure that a 'personal view' disclaimer is used.

6.5 All social media sites used should be checked and updated on a regular basis to ensure that the security settings are in place.

6.6 The nominated moderator or moderators shall remove any negative posts which may contain personal and inflammatory remarks, libelous or defamatory information without further comment or notification. Such posts will also be reported to the Hosts (i.e. Facebook / Twitter).

7 Communication with the Media

7.1 The Clerk / Proper Officer will co-ordinate all media enquiries to the Town Council. In certain circumstances it may be appropriate for the Town Mayor to respond to the enquiry.

7.2 Members of the Town Council's staff who are directly approached by the media should not attempt to answer questions themselves and should refer the enquirer to the Clerk / Proper Officer.

- 7.3 The Council should not pass comments on leaks, anonymous allegations or allegations about individual Councillors or members of staff.
- 7.4 The phrase “no comment” should not be used as a response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.
- 7.5 Only the Clerk / Proper Officer is authorised to communicate on behalf of the Town Council. Individual members cannot communicate on behalf of the Town Council unless expressly authorised to do so at a council or committee meeting.

8 Council Press Releases

- 8.1 An official Council release is made on behalf of the Council as a whole. It will be written and issued by the Clerk / Proper Officer or a Councillor who has been expressly authorised to do so at a council or committee meeting.
- 8.2 Official Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained.
- 8.3 All releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor.
- 8.4 Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Councillor’s political party or persuade the general public to hold a particular view.
- 8.5 All official Council releases will be placed on the Council’s website.

9 Councillor Press Releases

- 9.1 Councillor press releases are personal and are written and issued by the Councillor responsible.
- 9.2 This type of release may or may not be political and should not include the name of any Council staff, use the Council logo or the Council telephone number as a point of contact.

- 9.3 Councillors may not hold themselves out to be acting on behalf of the Town Council and must not communicate as a Councillor in any other matter than in their official capacity.
- 9.4 Councillors are not permitted to use the title "Councillor" in their private capacity.
- 9.5 It would be beneficial for copies of intended releases to be provided to the Clerk / Proper Officer. Councillors seeking advice can contact the Clerk / Proper Officer
- NOTE: Members should be aware that case law states that the role of Councillor overrides the right to act as an individual. This means that Councillors should be careful when expressing individual views to the news media. Councillors also have an obligation to respect Council policy once made. While it may be legitimate for a Councillor to make it clear that he or she disagreed with a policy and voted against it (if this took place in open session), they should not seek to undermine a decision through the news media.*

10 Guidance

- 10.1 Carnforth Town Council has a professional image to uphold and how Councillor's and staff conduct themselves publicly and online impacts this image.
- 10.2 Be responsible and respectful; be direct, informative, brief and transparent.
- 10.3 Always disclose your identity and affiliation to the Town Council. Never make false or misleading statements.
- 10.4 You should not present yourself in a way that might cause embarrassment to the Council.
- 10.5 Be mindful of the information you post on sites and make sure personal opinions are not published as being that of the Council, bring the Council into disrepute or are contrary to the Council's Code of Conduct and other Policies.
- 10.6 Keep the tone of your comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters, or write in red to emphasis points.
- 10.7 Avoid personal attacks, online fights and hostile communications.

10.8 Respect the privacy of other councillors and residents. Do not disclose confidential matters or criticise Council policies or personnel.

10.9 Residents and councillors should note that not all communications require a response.

10.10 There will not always be immediate responses to communications as they may be discussed at a meeting so that a response can be agreed by the Town Council. When this is necessary the item will be placed on the next available agenda. Any response will then be included in the minutes of the meeting.

10.11 Spell and grammar check everything.

10.12 Correct any errors promptly.

11 Inappropriate Use

11.1 Users must not use online platforms to abuse or inflame others or to harass or threaten anyone. Responding to abuse, harassment or threatening will not be accepted as an excuse for inappropriate language and / or behaviour.

11.2 Recipients of abusive or threatening content related to the business of the Council must immediately inform the Clerk or Mayor.

11.3 Users must not send or post content containing obscene, abusive or profane language.

11.4 Users must not send, access, display, download, copy or circulate information containing stories, jokes or anecdotes that contain:

- pornography or sexually orientated images;
- gambling;
- gaming (playing computer games);
- promotion of unlawful discrimination of any kind;
- promotion of racial or religious hatred;
- threats including the promotion of violence;
- fraudulent or illegal material promotion of illegal and/or unlawful acts;
- information considered to be offensive, inappropriate or disrespectful to

others;

11.4.1 unauthorised and copyrighted material including music.

11.5 Carnforth Town Council will report to the police all known incidents in which users intentionally send or receive content containing the following:

- images of child pornography or child abuse (i.e. images where children are or appear to be under the age of 16 and are involved in sexual activities or posed to be sexually provocative);
- adult material/pornography that breaches the Obscene Publications Acts (1959 & 1964);
- criminally racist material.

11.6 Councillors or residents who have any concerns regarding content in e-mails or placed on social media sites should report them to the Town Clerk.

11.7 If inappropriate material is accessed accidentally, users must report this immediately to the Clerk. It can then be taken into account as part of the Council's monitoring procedure.

12 Monitoring

12.1 Misuse of such sites in a manner that is contrary to this and other policies could result in action being taken.

12.2 Serious breaches of this policy by a Council employee will amount to gross misconduct and may result in dismissal.

12.3 Breaches of this policy by councillors may result in a Code of Conduct complaint being submitted against them.

12.4 Serious breaches of this policy by councillors, members of the public or members of any other organisation or company may result in legal or police action.

SCHEDULE OF CHARGES

Charges for use of Civic Hall from 1st April 2019

Rates per hour	Full Rate	Contract Rate
Main Hall – standard rate	£15.00	£12.00
Main Hall - Saturday	£15.00	N/A
Main Hall - Sunday	£15.00	N/A
Large Front Room – standard rate	£12.00	£10.00
Large Front Room – Saturday	£12.00	N/A
Large Front Room – Sunday	£12.00	N/A
Kitchen (per session for refreshments)	Free use	Free Use
Kitchen (per session for cooking)	£5.00	£5.00
Broadband	Free Use	Free Use

Advertising – Carnforth Express from 1st April 2019

Advert Size	Proposed rate
Quarter page	£25
Half page	£40
Full page	£75

Other Charges from 1st April 2019

Drinks Machine – Civic Hall: All drinks £1

Sponsorship – Flower Boxes etc: £50 per annum

Assertion 8 — Significant Events

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after year-end, have a financial impact on the Council and, where appropriate have included them in accounting statements.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

- 1) **Significant events** - The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.

Standard Achieved: The Council dealt with the major impact that the coronavirus pandemic had on its operational and financial responsibilities and functions. The Finance & Governance Committee managed the Council's finances taking account of the loss of income through the closure of Carnforth Civic Hall; unforeseen expenditure to ensure compliance with Government guidelines for Covid-19 and finances needed to support our local community.

The Town Council made successful bids for Government grant funding, managed by Lancaster City Council, to offset loss of income during the forced closure of the Civic Hall and to support the re-opening of the Civic Hall and our High Streets.

The financial consequences and operational risks (and opportunities) of Covid-19 has been reported throughout and were reflected in the end of year statement of accounts.

Assertion 9 — Trust Funds

In our capacity as the sole managing trustee we discharged our accounting responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Where the authority acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit. This is notwithstanding the fact that the financial transactions of the trust do not form part of the of the authority's accounts and are therefore not included in the figures reported on Section 2 of the Annual Governance and Accountability Return

Standard Not applicable: This standard is currently not applicable. A decision taken by Carnforth Town Council to manage Crag Bank Village Hall in 2021/2022 as part of the Council's functions, rather than as a separate trusteeship, means that financial transactions relating to Crag Bank Village Hall will be reported in Section 2 of the Annual Governance and Accountability Return.

Bob Bailey, Clerk & Proper Officer – June 2021