



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 meeting room at 5:15pm
on Wednesday 14th July 2021**

A G E N D A

- 21075. Apologies:** To receive apologies
- 21076. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21077. Urgent Business:** To consider any items of urgent business not on the agenda
 - 1) Emergency First Aid Training
- 21078. Minutes:** To consider Minutes of the meeting held on 9th June 2021
- 21079. Budget Monitoring and Bank Reconciliation:** To consider budget monitoring and bank reconciliation as at 30th June 2021
- 21080. Carnforth Neighbourhood Plan:** To consider delegation, monitoring and reporting of the Carnforth Neighbourhood Plan Reserves
- 21081. Payments List:** To consider payments list for recommendation to Town Council (to follow)
- 21082. Crag Bank Village Hall:** To consider property valuation; open market rental value and operational updates
- 21083. Sponsorship:** To consider sponsorship of the bi-monthly Carnforth Express Newsletter
- 21084. Electronic Devices:** To consider quotation for the provision of 12 tablet devices for Council Members
- 21085. Council Policies and Procedures:**
 - 1) Community Benefit Fund assessment criteria
 - 2) Review of Recording, Photography & use of Social Media



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 21086. Items for next Agenda:** To consider any agenda items for next meeting
- 21087. Date & Time of next meeting:** To consider date and time of next meeting
(Wednesday 11th August 2021 at 5:15pm)

Clerk and Proper Officer

09 July 2021

Tel: 07846 256 006 Email: clerk@carnforthtowncouncil.org

FINANCE & GOVERNANCE COMMITTEE

Minutes of the meeting held on Wednesday 9th June 2021 at 5:15pm at Carnforth Civic Hall

Present: Councillors Jones (Vice-Chair); Branyan (Town Mayor); Bromilow and Gardner

In attendance: Bob Bailey, Clerk & Proper Officer

21062 Apologies: Apologies were received from Councillors Grisenthwaite; Reynolds and Watson.

21063 Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.

21064 Urgent Business: The following updates arising from the previous Minutes of the Committee were provided:

1) Scribe Bookings System: The Clerk & Proper Officer had previously circulated information and cost of adding the Scribe booking system to the accounting package already in place. The benefits of a fully integrated system were outlined especially in light of the Carnforth Town Council now managing two community/civic halls. These benefits included:

- provision of online web-based booking and automated payment and invoicing that will save many hours of manual work each month;
- reduction in outstanding payments through the ability to pay online;
- an efficient, effective, transparent and customer friendly service across all Council venues, and;
- full support and training

The Clerk advised that Councillors Branyan, Grisenthwaite and Watson had seen a demonstration of the system and all supported its introduction. There followed a lengthy discussion and on being put to the vote, it was **RESOLVED that Carnforth Town Council be recommended to approve the introduction of Scribe Bookings and the 'Stripe' integration for online payment.**

2) LED Lighting Proposal: The Clerk & Proper Officer had previously circulated the outcome of a survey and offer made an energy solutions company for the supply, installation and maintenance of LED lights throughout Carnforth Civic Hall following a recent survey. This had been considered in detail by the Assets Management Committee (AMC Minutes of 1st June 2021 refers).

It was reported that it had been agreed unanimously that the proposal offers potential savings in both the short and long term and that initial costs could be met from monies earmarked for the Civic Hall in 2021/2022 or from monthly energy savings.

Asset Management Committee recommended that, in relation to this offer and the potential for savings to be reinvested in Council buildings the Finance & Governance Committee approves that **'Financial Regulations in relation to Contracts be waived to enable an agreement to be negotiated with the potential for substantial savings to be realised'**.

The Clerk & Proper Officer advised that the recently approved Standing Orders & Financial Regulations states that *'When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council'*.

There followed a lengthy discussion on the proposal for the installation of LED lighting, the recommendation of the Asset Management Committee and the application of Standing Orders & Financial Regulations after which it was **RESOLVED the Finance & Governance Committee supports, in principle, the recommendation of the Asset Management Committee but that a final decision be deferred to Carnforth Town Council.**

- 3) Crag Bank Village Hall:** The Clerk & Proper Officer gave a brief update on the latest position with the takeover of Crag Bank Village Hall and, in response to a question, confirmed that registration with the HM Land Registry had been dealt with by the Town Council's Solicitor and that an action plan had been drawn up to deal with key activities and matters. It was then **RESOLVED that the update be noted.**

21065 Minutes: It was **RESOLVED that Minutes of the last meeting held on Wednesday 12th May be approved.**

The Clerk & Proper Officer provided an update on actions from the last meeting and advised that, as usual, progress on all actions will be reported to the Town Council at its meeting on Wednesday 16th June 2021.

21066 Budget Monitoring & Bank Reconciliation: The Clerk & Proper Officer presented the *Bank Reconciliation Report* setting out the bank and petty cash balances as at 31st May 2021 that had been reconciled to the accounting records, totalling **£145, 974**. Councillors were advised that the *Net Position* report of financial performance against budget would be presented in from July, after the first quarter of the financial year.

It was then **RESOLVED that the bank reconciliation as at 31st May 2021 be noted and the bank reconciliation signed by the Clerk and Proper Officer and Councillor Jones as Vice-Cahir of the Finance & Governance Committee.**

21067 Policies & Procedures: The Committee reviewed the following policies and procedures:

1) Information Management and Data Protection Policy;

<https://carnforthtowncouncil.org/wp-content/uploads/2021/06/Carnforth-Town-Council-Information-Data-Protection-Policy-2020.pdf>

2) Privacy Policy; <https://carnforthtowncouncil.org/wp-content/uploads/2021/06/Privacy-Notice-June-2020.pdf>

3) Publication Scheme; <https://carnforthtowncouncil.org/wp-content/uploads/2021/06/Publication-scheme-2020.pdf>

4) Complaints Procedure, <https://carnforthtowncouncil.org/wp-content/uploads/2021/06/Complaints-policy-2020.pdf> and;

5) Communications Policy <https://carnforthtowncouncil.org/wp-content/uploads/2021/06/CARNFORTH-TOWN-COUNCIL-COMMUNICATIONS-POLICY.pdf>

The Clerk & Proper Officer outlined that the *Information Management* elements of the policy set out the rules that enables the Council to control and track things like: how long information is retained for and what actions users can take in relation to any content held by the Council. The *Data Protection* part of the policy is a statement setting out how the Council protects personal data. The policy as a whole sets out a set of principles, rules and guidelines that informs how the Council will ensure ongoing compliance with data protection laws.

The *Privacy Policy* is a requirement of the *Data Protection Act 2018* or *General Data Protection Regulation (GDPR)* and lets residents and visitors know what type of data the Council collects and what it will do with that data. It provides information about how data is/will be collected and the Council's policy for storing customer data. This is supplemented by the *Publication Scheme* – a legal requirement of the *Freedom of Information Act 2000* - the main purpose of which is to make information readily available to the public without the need for specific written requests.

The formal Complaints Procedure is intended to ensure that all complaints are handled fairly, consistently and, wherever possible, resolved to the complainant's satisfaction. It also provides an opportunity for customers to highlight areas for improvement and to be a vital part of the overall solution.

There were some general comments on the policies presented and a discussion on whether the Council should charge for requests for information. It was noted that much of the information set out in the Publication Scheme is readily available on the Council's website or directly from the Clerk & Proper Officer and is the reason why the *Publication Scheme* sets out that the information will be provided free of charge. Councillors considered, however, that where hard copies are requested a nominal fee to cover printing costs should be charged.

The discussion extended to Freedom of Information requests and it was suggested that there be a set fee of £50. **ACTION: Clerk & Proper Officer to investigate whether legislation allows for charges to be made for FOI requests**

The Clerk & Proper Officer then presented a draft Communications Policy which is a proposed new policy that aims to provide a consistent and effective approach to community engagement and communications in all its forms, drawing together key elements from existing policies, where appropriate.

It was suggested that this policy sets out a clear framework and guidance for Councillors and staff to follow.

After some comments, it was **RESOLVED that the Town Council be recommended to adopt all information management, complaints and communications policies and procedures as presented.**

21068 **Scale of Charges:** The Committee considered the scale of charges that have been in effect since 1st April 2019 for the provision of Council services.

There were comments on the current charges for the hire of Carnforth Civic Hall and Crag Bank Village Hall and it was generally felt that, going forward, these should be comparable.

It was noted that there had been no charges for advertising in the *Carnforth Express* and Councillors were reminded that the Council had taken the decision to fill the newsletter with Council activity and useful information from around the district, which had proved essential throughout the coronavirus pandemic. It was noted that, in due course, the Council will be considering opportunities for the sponsorship of the *Carnforth Express*.

There was also a further discussion on the cost of the drinks machine at the Civic Hall and the charges for drinks.

It was then **RESOLVED that charges remain unchanged with the exception of the cost for individual drinks where an increase of 50p should be applied.**

21069 **Effectiveness of Internal Controls:** The Clerk & Proper Officer presented a paper covering a review of Assertions 8 and 9 of the Annual Governance and Accountability Return (AGAR). These cover *Significant Events* and *Trust Funds*.

The review concluded that the Council met the expected standard in relation to *Significant Events* especially in the way that it had assessed and mitigated the consequences on the Council's business, as well as the wider community, of the coronavirus pandemic.

Assertion 9 is not applicable as the Council does not have any Trust funds but it was noted that the Council's decision to take over Crag Bank Village Hall as a corporate body, rather than as part of an ongoing trusteeship, means that financial transactions in 2021/2022 relating to the Village Hall will be incorporated into the Council's accounting statements and subject to the same reporting, monitoring and audit arrangements as all other Council activities.

It was noted that the Council had now completed a detailed review of all nine assertions in the AGAR and that all had either been fully or partially achieved with improvements being actioned where necessary. The Council had been commended by the Internal Auditor for its approach in objectively reviewing its internal controls and effectiveness and the reassurances that this has given to the Council and the public.

It was then **RESOLVED** that the Town Council's outcome of the review of Assertions 8 and 9 of the AGAR be noted and accepted.

21070 **Payments List:** The Clerk presented the Payments Lists for order and expenditure incurred up to 31st May 2021 (£6,428). The Committee commented on the approved purchase of equipment for litter picking and safety and gifts for the outgoing Town Mayor and two volunteers who have managed Crag Bank Village Hall for many years. Councillors were advised that payments for the gifts could legitimately be approved from the *Town Mayor's Allowance* in the Council's budget.

It was then **RESOLVED** that the Town Council be recommended to approve the payments listed.

21071 **Items for next Agenda:** The Committee **RESOLVED** that the following matters be included on the Finance & Governance Committee Agenda for its meeting in July:

- 1) Review of Recording, Photography & use of Social Media.
- 2) Crag Bank Village Hall - update on latest position and actions

21072 **Exempt Agenda Item:** The Committee **RESOLVED** that in accordance with Part 2, paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the following agenda items be considered in private and that in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting on the grounds that they could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

21073 The Committee considered the following matters:

- 1) Appointment of an apprentice for a period of six months;
- 2) Job Evaluation – Post of Clerk & Proper Officer

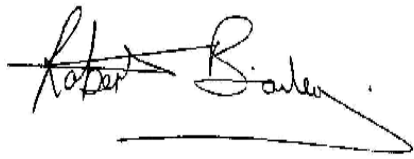
The discussion and recommendations arising from these matters will be reported at the meeting of Carnforth Town Council on Wednesday 16th June 2021.

Councillors are reminded that, whilst these items have been marked as exempt, it is for the Council itself to decide whether or not to consider each of them in private or in public.

In making the decision, Councillors should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

In considering their discretion Councillors should also be mindful of the advice of the Clerk & Proper Officer.

21074 **Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 14th July 2021 at 5:15pm**. The meeting closed at 6:45pm

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

Clerk to the Council

Carnforth Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Administration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
43	Insurance	0.00	0.00	0.00	1,400.00	1,828.92	-428.92
45	Postage	0.00	0.00	0.00	100.00	0.00	100.00
46	Telephone	0.00	0.00	0.00	120.00	19.38	100.62
47	Printing	0.00	0.00	0.00	1,000.00	0.00	1,000.00
48	Stationery	0.00	0.00	0.00	100.00	34.49	65.51
85	Publications	0.00	0.00	0.00	50.00	61.63	-11.63
		£0.00	0.00	£0.00	2,770.00	£1,944.42	825.58

Allowances

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
27	Members	0.00	0.00	0.00	0.00	0.00	0.00
30	Town Mayor	0.00	0.00	0.00	600.00	119.96	480.04
		£0.00	0.00	£0.00	600.00	£119.96	480.04

Assets Management Committee

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
58	Local Delivery Scheme	0.00	500.00	0.00	0.00	0.00	-500.00
61	Grounds Maintenance	0.00	0.00	0.00	2,000.00	1,207.69	792.31
90	Alexandra Park	0.00	0.00	0.00	100.00	0.00	100.00
106	Assets	0.00	0.00	330.12	1,400.00	2,234.14	-504.02
		£0.00	500.00	£330.12	3,500.00	£3,441.83	-111.71

Bank

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
70	Service Charge	0.00	0.00	0.00	216.00	6.00	210.00
71	Bank Interest	0.00	20.00	0.00	0.00	18.00	-38.00
		£0.00	20.00	£0.00	216.00	£24.00	172.00

Capital Expenditure

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
12	Carnforth Council Offices	0.00	0.00	0.00	0.00	0.00	0.00
13	Carnforth Civic Hall	0.00	0.00	0.00	3,000.00	0.00	3,000.00
65	War Memorial Gardens	0.00	0.00	0.00	0.00	0.00	0.00
95	Crag Bank Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	3,000.00	£0.00	3,000.00

Carnforth Civic Hall

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	CCH - Electricity	0.00	0.00	0.00	1,000.00	115.44	884.56
2	CCH - Heating	0.00	0.00	0.00	1,500.00	0.00	1,500.00
3	CCH - Water rates	0.00	0.00	0.00	1,400.00	266.09	1,133.91
4	CCH - Cleaning	0.00	0.00	0.00	1,400.00	90.00	1,310.00
5	CCH - Repairs & Maintenance	0.00	0.00	0.00	2,000.00	1,192.70	807.30
6	CCH - Waste & Recycling	0.00	0.00	0.00	1,200.00	654.30	545.70
7	CCH - Drinks Machine	0.00	150.00	0.00	550.00	130.00	270.00
33	CCH - Film Nights	0.00	500.00	0.00	500.00	0.00	0.00
52	CCH - Hire	0.00	5,000.00	610.00	0.00	0.00	-4,390.00
		£0.00	5,650.00	£610.00	9,550.00	£2,448.53	2,061.47

Civic Events

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
32	Remembrance Day	0.00	0.00	0.00	1,000.00	0.00	1,000.00

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

Carnforth Town Council

Net Position by Cost Centre and Code

Cost Centre Name

34 Twinning	0.00	0.00	0.00	200.00	0.00	200.00
68 Civic Sunday	0.00	0.00	0.00	500.00	0.00	500.00
69 Armed Forces Day	0.00	0.00	0.00	150.00	0.00	150.00
75 VE Day	0.00	0.00	0.00	0.00	150.00	-150.00

£0.00	0.00	£0.00	1,850.00	£150.00	1,700.00
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Community Benefit Fund

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
74	Grants Paid	0.00	0.00	0.00	0.00	0.00	0.00
76	Grants Received	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	0.00	£0.00	0.00

Community Resilience Fund

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
86	Community Resilience Fund	0.00	0.00	1,467.71	2,000.00	47.79	3,419.92
		£0.00	0.00	£1,467.71	2,000.00	£47.79	3,419.92

Council Office

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
87	Repairs & Maintenance	0.00	0.00	0.00	100.00	0.00	100.00
		£0.00	0.00	£0.00	100.00	£0.00	100.00

Crag Bank Village Hall

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
98	CBVH - Gas & Electricity	0.00	0.00	0.00	0.00	305.49	-305.49
99	CBVH - Heating	0.00	0.00	0.00	0.00	0.00	0.00
100	CBVH - Water Rates	0.00	0.00	0.00	0.00	0.00	0.00
101	CBVH - Cleaning	0.00	0.00	0.00	0.00	655.69	-655.69
102	CBVH - Repairs & Maintenance	0.00	0.00	0.00	0.00	244.82	-244.82
103	CBVH - Waste & Recycling	0.00	0.00	0.00	0.00	24.65	-24.65
104	CBVH - Hire	0.00	0.00	229.00	0.00	0.00	229.00
		£0.00	0.00	£229.00	0.00	£1,230.65	-1,001.65

Expenses

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
20	Civic Hall Manager	0.00	0.00	0.00	150.00	0.00	150.00
21	Clerk & Proper Officer	0.00	0.00	0.00	150.00	0.00	150.00
22	Outdoor Maintenance Officer	0.00	0.00	0.00	150.00	23.40	126.60
28	Members	0.00	0.00	0.00	100.00	0.00	100.00
31	Town Mayor	0.00	0.00	0.00	300.00	0.00	300.00
		£0.00	0.00	£0.00	850.00	£23.40	826.60

ICT

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
36	Broadband	0.00	0.00	0.00	600.00	144.29	455.71
37	Hardware	0.00	0.00	0.00	300.00	23.19	276.81
38	Domain & Web-hosting	0.00	0.00	0.00	500.00	61.97	438.03
39	Software	0.00	0.00	0.00	1,000.00	601.60	398.40
		£0.00	0.00	£0.00	2,400.00	£831.05	1,568.95

Newsletter

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
49	Printing	0.00	0.00	0.00	3,600.00	600.00	3,000.00

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

Carnforth Town Council

Net Position by Cost Centre and Code

Cost Centre Name

50 Distribution	0.00	0.00	0.00	1,800.00	300.00	1,500.00
54 Advertising	0.00	0.00	0.00	0.00	0.00	0.00
105 Sponsorship	0.00	3,000.00	0.00	0.00	0.00	-3,000.00
	£0.00	3,000.00	£0.00	5,400.00	£900.00	1,500.00

Other income

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
83	Other income	0.00	0.00	29,260.24	0.00	0.00	29,260.24
		£0.00	0.00	£29,260.24	0.00	£0.00	29,260.24

Precept

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
59	Precept	0.00	0.00	85,599.00	0.00	0.00	85,599.00
		£0.00	0.00	£85,599.00	0.00	£0.00	85,599.00

Professional Fees & Services

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	Legal Services	0.00	0.00	0.00	100.00	0.00	100.00
41	Internal Audit Services	0.00	0.00	0.00	120.00	120.00	0.00
42	External Audit Services	0.00	0.00	0.00	425.00	0.00	425.00
82	Planning Services	0.00	0.00	0.00	1,000.00	0.00	1,000.00
94	Payroll Services	0.00	0.00	0.00	0.00	34.00	-34.00
		£0.00	0.00	£0.00	1,645.00	£154.00	1,491.00

Projects

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Civic Hall Feasibility Study	0.00	0.00	0.00	0.00	0.00	0.00
91	Eden Project	0.00	0.00	0.00	500.00	0.00	500.00
92	Carnforth Steps into the light Proje	0.00	0.00	0.00	500.00	50.00	450.00
96	Street Festival	0.00	0.00	0.00	0.00	0.00	0.00
97	Queen's Platinum Jubilee	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	1,000.00	£50.00	950.00

Reserves

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
35	By-election	0.00	0.00	0.00	5,000.00	0.00	5,000.00
66	Neighbourhood Plan Development	0.00	0.00	4,000.00	2,000.00	750.00	5,250.00
107	Emergency Planning	0.00	0.00	0.00	925.00	0.00	925.00
108	General Reserves	0.00	0.00	0.00	6,075.00	0.00	6,075.00
		£0.00	0.00	£4,000.00	14,000.00	£750.00	17,250.00

Salaries

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
17	Operations	0.00	0.00	0.00	17,232.00	3,761.20	13,470.80
18	Administration	0.00	0.00	0.00	19,136.00	6,112.87	13,023.13
80	PAYE	0.00	0.00	0.00	6,500.00	3,246.74	3,253.26
		£0.00	0.00	£0.00	42,868.00	£13,120.81	29,747.19

Subscriptions

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
44	NALC/LALC Subscriptions	0.00	0.00	0.00	800.00	0.00	800.00
89	Rural Services Partnership	0.00	0.00	0.00	150.00	130.00	20.00
93	SLCC Subscriptions	0.00	0.00	0.00	170.00	0.00	170.00

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

Carnforth Town Council

Net Position by Cost Centre and Code

Cost Centre Name

		£0.00	0.00	£0.00	1,120.00	£130.00	990.00
<u>Suspense account</u>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
77	Suspense	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	0.00	£0.00	0.00
<u>Town Development & Planning Committee</u>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
56	Heritage Walks	0.00	0.00	0.00	0.00	0.00	0.00
73	Carnforth In Bloom	0.00	0.00	0.00	0.00	0.00	0.00
109	Town Development	0.00	0.00	0.00	3,000.00	972.69	2,027.31
		£0.00	0.00	£0.00	3,000.00	£972.69	2,027.31
<u>Training</u>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
23	Civic Hall Manager	0.00	0.00	0.00	100.00	0.00	100.00
24	Clerk & Proper Officer	0.00	0.00	0.00	100.00	0.00	100.00
25	Outdoor Maintenance Officer	0.00	0.00	0.00	100.00	0.00	100.00
29	Members	0.00	0.00	0.00	250.00	0.00	250.00
		£0.00	0.00	£0.00	550.00	£0.00	550.00
<u>Value Added Tax</u>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
72	VAT Refund	0.00	6,000.00	1,592.65	0.00	0.00	-4,407.35
		£0.00	6,000.00	£1,592.65	0.00	£0.00	-4,407.35
<u>War Memorial Gardens</u>							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u> <u>Budget</u>	<u>Actual</u>	<u>Payments</u> <u>Budget</u>	<u>Actual</u>	<u>Current Balance</u> <u>Budget</u>
51	WMG - Electricity	0.00	0.00	0.00	450.00	56.13	393.87
62	WMG - Cleaning	0.00	0.00	0.00	1,800.00	0.00	1,800.00
		£0.00	0.00	£0.00	2,250.00	£56.13	2,193.87
NET TOTAL		£0.00	15,170.00	£123,088.72	98,669.00	£26,395.26	180,192.46

Carnforth Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2021		
	Cash in Hand 01/04/2021		64,886.10
	ADD Receipts 01/04/2021 - 30/06/2021		122,817.75
	SUBTRACT Payments 01/04/2021 - 30/06/2021		187,703.85
			18,869.69
	Cash in Hand 30/06/2021 (per Cash Book)		168,834.16
B	Cash in hand per Bank Statements		
	Petty Cash 08/05/2021	18.00	
	Unity Trust - Current 30/06/2021	115,212.83	
	Neighbourhood Plan 30/06/2021	6,090.70	
	Unity Trust - Deposit 30/06/2021	39,264.41	
	Barclays 08/05/2021	9,264.14	
			169,850.08
	Less unrepresented payments		1,015.92
			168,834.16
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		168,834.16
	A = B Checks out OK		

Carnforth Town Council

DRAFT PAYMENTS LIST 78 TO 106

Voucher	Cheque	Code	Name	Description	Amount
78		102 - CBVH - Repairs & Mainten	Timpson's	Keys cut	21.00
		<i>Purchased by Cllr Grisenthwaite</i>			
79		4 - CCH - Cleaning	Dazzling windows	Window cleaning	30.00
80		61 - Grounds Maintenance	Laburnham Nurseries Ltd	Outdoor maintenance supplies	192.12
81		18 - Administration	Admin & Management Staff	Admin & Management Salaries	3,209.42
82		17 - Operations	Operational Staff	Operational Salaries	1,250.00
83		80 - PAYE	HMRC	PAYE	1,900.92
		<i>Month 3</i>			
84		109 - Town Development	William Towers	PA equipment	150.00
		<i>Armed Forces Day</i>			
85		109 - Town Development	Rotary Club of Carnforth	Carnforth Rotary Heritage Calender	25.00
86		109 - Town Development	Travis Perkins	Advertising boards	65.38
87		109 - Town Development	Travis Perkins	Advertising boards	205.44
88		109 - Town Development	Travis Perkins	Advertising boards	14.41
89		102 - CBVH - Repairs & Mainten	B&Q	Repairs and maintenance	60.50
90		102 - CBVH - Repairs & Mainten	B&Q	Repairs and maintenance	37.60
92		101 - CBVH - Cleaning	Thomas Graham	Cleaning supplies	183.84
93		101 - CBVH - Cleaning	Thomas Graham	Cleaning supplies	419.63
94		102 - CBVH - Repairs & Mainten	Thomas Graham	Repairs and maintenance	170.48
95	Direct Debit	94 - Payroll Services	e-slips	Payroll services	20.40
97	Credit Card	48 - Stationery	Staples	Stationery	34.19
98	Credit Card	101 - CBVH - Cleaning	Amazon	Wet & Dry Vacuum cleaner	108.99
99		103 - CBVH - Waste & Recycling	Lancaster City Council	Waste & Recyling	25.88
100		66 - Neighbourhood Plan Develo	Troy Hayes Design	Carnforth Neighbourhood Plan	900.00
		<i>Regulation 14 work</i>			
106		98 - CBVH - Gas & Electricty	Utility Warehouse	Gas & Electricity	321.07
TOTAL					9,346.27



Carnforth Town Council - Grant Criteria

Carnforth Town Council operates a community grant scheme alongside specified criteria to ensure that public funds are used in ways that benefit groups of residents and protect the interests of residents in the future.

The Council therefore encourages applications from local community-based not-for-profit or charitable organisations including voluntary groups, societies, clubs (including sports clubs and youth clubs), playgroups, and schools (for activities such as educational trips or special events not on the normal curriculum) to name a few.

1. General Criteria

- a) Each application is to be considered on its own merit.
- b) The value of each grant will be at the discretion of the Council but the benefit to the area or inhabitants must be commensurate with the expenditure.
- c) The purpose for which the grant is made must be in the interest of the Carnforth Town Council area or any part of it or all or some of the inhabitants.
- d) Organisations and groups may be expected to contribute some of their own funds to the project.
- e) The Council will take into consideration any previous grants made to an organisation or group when considering a new application.
- f) No grant will be awarded to or for any commercial venture.
- g) Grant applications made retrospectively will not be considered.
- h) Grants can be used for capital projects or for running costs.
- i) The Council regrets that, by law, it is not able to make grants to individuals (Section 137 of the Local Government Act 1972).
- j) All organisations must be able to demonstrate a bank account held in the name of the organisation.
- k) Applicants must be willing to attend a meeting of the Council to respond to any questions the Council may have.
- l) The decision of the Council is final. Organisations are unable to reapply for a grant for the same project if the Council has already made a decision not to fund the project, unless the application is returned in a substantially modified form.



2. Assessment

The Council will consider the following when assessing the application against the criteria:

- a) How well the project meets the needs of the community and provides positive benefit to the inhabitants.
- b) How effectively the organisation will use the grant to meet the needs of the project.
- c) Whether the costs are appropriate and the project is achievable within the budget.
- d) What level of contribution has been, or will be, attempted to be raised by the organisation.
- e) How the organisation or group is managed as indicated within their constitution or governing document.

3. Conditions

- a) All grant recipients are required to provide the Council with a brief report, including photographs, of how the grant has been utilised; how it has assisted the organisation or group and what it has achieved. Such report may be published in the Council's newsletter, on its website, in press releases, on social media, and any other promotional platforms available to the Council. This report must be submitted within one month of the completion of the project or event for which the funding was awarded.
- b) All grant recipients will be required to partake in a photo call with the Council.
- c) Whilst the acceptance of a grant will be taken as permission for the Council to publish such material in its newsletter and promotional platforms, the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs.
- d) If the grant is put to purposes other than those for which it was awarded, without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
- e) If the grant is unable to be used within the stated timescale, without an extension granted by the Council, monies must be returned to the Council.
- f) Recognition of the grant from Carnforth Town Council must be made in any publicity of the recipient relating to the project.
- g) Projects must align to the policies of Carnforth Town Council.

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07846 256 006
Email: clerk@carnfirthtowncouncil.org



- h) The organisation must sign a statement, agreeing to having read and agreed to the conditions of the Council.
- i) Organisations applying for a grant will be required to provide a copy of the latest bank statement.
- j) The Town Council will consider all applications on its merits and reserves the right to award a sum less than that being applied for in certain circumstances.



Recording, Photography and use of Social Media

Protocol and Guidance

This guidance applies to any Town Council or committee meetings that are open to the public.

The Council allows any member of the public or press to report on all public meetings subject to limited exceptions outlined below. The term reporting includes the taking of photographs, filming, audio-recording, tweeting, blogging or generally reporting on proceedings.

Those wishing to undertake any reporting of meetings are asked to advise the Town Clerk in advance of the meeting of their intention to do so, as explained below, to allow necessary arrangements to be made if required.

The Town Mayor or Chair of the meeting shall advise members of the public and Councillors that the meeting may be recorded if notice has been received that reporting is happening.

The purpose of this protocol is to provide guidance, particularly, for members of the press or public on reporting of any Town Council meeting which is held in public.

Although there is a legal right to allow reporting of Council meetings, the proceedings of that meeting must not be disrupted by using any equipment or the way that the reporting is undertaken. It is also important that reporting does not inhibit community involvement in the proceedings.

Guidelines for Reporting

Any member of the public or of the media wishing to report a public meeting should ensure that:

1. Any photography or audio / visual recording takes place from a fixed position in the meeting room approved by the Chair to minimise disruption to the proceedings
2. The use of flash photography, additional lighting, sound booms or other equipment that may, in the Town Mayor / Chair's opinion, be likely to be intrusive or in any way interfere with proceedings will only be allowed if agreed in advance with the Town Mayor / Chair.
3. If the Town Mayor / Chair feels that any photography, audio or visual recording is disrupting the meeting in any way then the operator of the equipment will be required to stop reporting.
4. If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to report the meeting cease and the operator of the equipment will be required to stop reporting and leave the meetings taking all reporting equipment with them.



5. They comply with any request made by the Town Mayor / Chair regarding respecting the public's right to privacy.
6. People seated in the public gallery/seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. This applies to those individuals who may ask a public question, present a petition or make a representation at a Council meeting open to the public and who are not seated in a "public seating area".
7. Photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

Notices advising the public that the public meeting may be reported on will be displayed in or directly outside the relevant meeting room and this will be noted on the agenda. The Chair will also make an announcement that the meeting may be photographed, recorded or filmed.

What if I don't want to be recorded?

If as a member of the public you do not wish to be photographed, filmed or recorded please inform the Proper Officer in advance of the meeting. If you are concerned for your personal safety it may be possible to make alternative seating arrangements.

What is the procedure prior to the Meeting for those Wishing to Record or Photograph a Meeting?

Members of the public wishing to report on a public meeting should wherever possible contact the Proper Officer for the meeting concerned (Contact details available on the Agenda for the meeting and on the Town Council's Website or by emailing clerk@carnforthtowncouncil.org at least two working days before the meeting)

The request should include the following information:

1. Which meeting this request refers to;
2. The name, organisation (if applicable) and contact details of the person making the request;
3. What equipment it is intended will be used (e.g. camera/audio recorder/video camera, tri-pod etc.);
4. What photographic, or audio / visual recording will be used for and / or where the information is to be published.



What is the procedure for reporting during the meeting?

All reporting equipment must be set up before the meeting starts to avoid disrupting the meeting.

If the Town Mayor / Chair feels the photography/ audio / visual recording is disrupting the proceedings the operator of the equipment will be required to stop reporting.

If the person continues reporting after having been requested to desist then the Town Mayor / Chair will ask the person to leave the meeting. If the person refuses to leave then the Town Mayor / Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

Anyone asked to leave a meeting because they have refused to comply with the request may be refused permission to report at future Council meetings that are open to the public.

If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed. All equipment shall be removed from the meeting room when members of the public and press are excluded.

If a meeting for which agreement is given to report is adjourned by the Town Mayor / Chair then any reporting should stop at the point at which the meeting is adjourned.

Social Media

There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar "social media" provided that the Chair does not consider their actions are disrupting the proceedings of the meeting.

If the Town Mayor / Chair feels the use of social media is at the time disrupting the proceedings the Councillor, member of the public or media representative may be required to stop.

If use continues the Town Mayor / Chair will ask the person to leave the meeting. If the person refuses to leave then the Town Mayor / Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

What is disruptive behaviour?

Essentially, this could be any action or activity which disrupts the proper conduct of meetings. Examples could include, but are not restricted to:

- moving to areas outside the areas designated for the public or press without the consent of the Town Mayor / Chair;
- excessive noise in recording or setting up or re-siting equipment during the debate/discussion;
- intrusive lighting and use of flash photography; and,
- asking for people to repeat statements for the purposes of recording.



Can I leave recording equipment in a public meeting room and record without being present?

There is no legal prohibition, however, under this guidance and council standing orders the committee may require any such recording to stop if at any stage the meeting became a private meeting and so someone is required to be present to stop the equipment. In addition, the Council will not be responsible for the security of any equipment left unattended.

Are there any limits to what I can say in a tweet or video or report I publish?

The law of the land applies including the law of defamation and the law on public order offences. Freedom of speech within the law should be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.

Will I be able to provide commentary during the meeting?

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. The new rules do not permit oral commentary during a meeting as this would be disruptive to the good order of the meeting.

Recording by Carnforth Town Council

The Town Mayor / Chair will state at the start of the meeting (before public question time) that an audio recording is being made, which will be made available on request and within 6 months from that day.

The Minutes will show that audio recording of the meeting is available on request within 6 months from the date of the meeting.

The recording will be kept for 6 months. If no requests for a copy of the recording have been made, then the recording is deleted.

If a request for a copy has been made, then the original will be kept for three years, or until such time that the Town Council is dissolved, whichever comes first.

The recorder will not be used for any part of the meeting deemed 'confidential' where the public are excluded.