



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 Council Offices at 5:15pm
on Wednesday 13th October 2021**

A G E N D A

- 21100. Apologies:** To receive apologies
- 21101. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21102. Urgent Business:** To consider any items of urgent business not on the agenda
- 1) Standing Orders – Staff pay
- 21103. Minutes:** To consider Minutes of the meeting held on 8th September 2021
- 21104. Actions:** To consider actions and related updates and progress not covered on the agenda.
- 21105. Budget Monitoring and Bank Reconciliation:** To consider the following reports:
- 1) Bank reconciliation as at 30th September 2021 (see Agenda pack);
 - 2) Summary report of receipts/payments & net position as 30th September 2021 (see Agenda pack);
 - 3) Forecasting report to 31st March 2022
- 21106. Payments List:** To consider payments list (to follow)
- 21107. Council Policies and Procedures:**
- 1) Use of electronic tablets policy (see Agenda pack)
- 21108. Items for next Agenda:** To consider any agenda items for next meeting
- 21109. Date & Time of next meeting:** To consider date and time of next meeting (Wednesday 10th November 2021 at 5:15pm)

Clerk and Proper Officer

08 October 2021

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

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 8th September 2021 at 5:15pm at Carnforth Council Offices

Present: Councillors Grisenthwaite (Chair); Branyan (Town Mayor); Jones and Watson

In attendance: Bob Bailey, Clerk & Proper Officer

21098 Apologies: There were no apologies.

21099 Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.

21100 Urgent Business: The following matters were considered:

- 1) **Annual Governance and Accountability Return (AGAR) 2020/21:** The Clerk was pleased to report that notice has been received from the Government appointed external auditors that on the basis of their review of the AGAR and supporting documents it was their opinion that the Town Council's accounting, final management and governance arrangements are ***'in accordance with Proper Practices and there are no matters giving cause for concern that relevant legislation and regulatory requirements have not been met'***.

The Clerk reported that he had brought to the auditors attention a minor error in transferring the precept received in 2019/2020 but that the year-end amount and carry forward into 2020/21 was correct. The Clerk had also provided detailed commentary on the reasons for variances between 2019/2020 and 2020/2021, given the impact of the coronavirus pandemic, and it was reported that these explanations had been fully accepted by the external auditors.

The Committee were pleased that the audit had again given reassurance that the Council is managing its finances and governance effectively. It was then **RESOLVED that the Town Council be recommended to approve the completed AGAR for 2020/21 and that this be published, together with a 'Notice of the Conclusion of Audit', on the Council's website by 30th September 2021 as required by the legislation.**

- 2) **Hall management cover:** The Clerk reported that there is currently no cover for the Carnforth Civic Hall and Crag Bank Village Hall managers when absent due to holiday leave or for any other reason.

After some discussion, **it was RESOLVED that the Outdoor Maintenance Officer, who has facilities management experience and the former officer of the Crag Bank Village Hall committee be asked to provide cover at Council venues in the absence of Hall Managers – the Clerk to report to the Chair on the outcome of discussions.**

3) **Clerk's Appraisal:** As the Chair is unavailable on the date scheduled for the half-yearly review of the Clerk's appraisal it was **RESOLVED that this be deferred until Monday 18th October 2021 at 5:15pm.**

4) **Air Training Corps:** The Clerk reported that 2246 Squadron Carnforth Air Cadets have been contacted and have confirmed that they do wish to return to Carnforth Civic Hall at the earliest opportunity but are awaiting for final permissions to be granted by the Reserve Forces' & Cadets' Association. Councillors were advised that following the lifting of restrictions a new lease has been agreed with the Reserve Forces' & Cadets' Association effective from 1st September. **ACTION: Clerk to advise 2246 Squadron Carnforth Air Cadets that they may return stock and equipment back to the Civic Hall at any time and commence usage as soon as permissions have been granted by their superiors.**

21101 **Minutes:** It was **RESOLVED that Minutes of the last meeting held on Wednesday 11th August 2021 be approved.**

21102 **Actions:** The Clerk & Proper Officer provided an update on the following actions assigned to this committee:

Member Induction & Training: The Clerk reported that he has previously drafted a document designed to support new Councillors but this has yet to be considered by the Committee. There is also a need to fully consider and analyse the completed Skills Audit forms completed by Councillors, which will help to inform training needs. After some comments, it was **RESOLVED that the Town Council be recommended to establish a task and finish group to consider Member Induction, development and training.**

iPad Costs: As requested, the Clerk has obtained costs from three additional suppliers, to that already received from Laptops Direct, for the provision of Samsung Galaxy tablets for use by Councillors on Town Council business. These range from £159 to £229 per unit – the cost per unit provided by Laptops Direct being £160. It was considered that given the additional user support provided by Laptops Direct their quotation represents best value for money although it was suggested that they be asked to match the lowest price received.

The Committee felt strongly that Council provision of such equipment is essential in supporting the role of democratically elected Councillors and supplements the IT improvements already made to protect information and develop the efficiency and effectiveness of individual Councillors and the Council as a whole.

After some discussion, it was **RESOLVED that the Town Council be recommended to approve the provision of 12 Samsung Galaxy Tablets for use by elected Members from Laptops Direct and that they be asked to match the lowest price obtained.**

21103 Budget Monitoring & Bank Reconciliation: The Clerk & Proper Officer presented the *Bank Reconciliation Report* setting out the bank and petty cash balances as at 31st August 2021 that had been reconciled to the accounting records, totalling **£136,381**. It was considered that after five months of the financial year this represents a healthy financial position given the Council's investments and achievement so far.

The Clerk also presented the *Net Position* report for the period ending 31st August 2021. The Committee is aware that the budget for 2021/22 has been skewed due to the coronavirus pandemic and the decision to take on the stewardship of Crag Bank Village Hall which was why the Committee had already resolved to carry out a detailed review of the Council's finances at the end of September, being the mid-point of the financial year.

After some discussion, it was **RESOLVED that the bank reconciliation and net cost position as at 31st August 2021 be noted.**

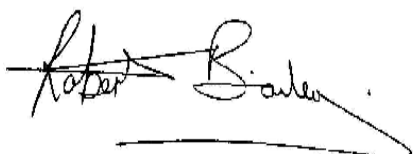
21104 Payments List: The Clerk presented the Payments List for orders and services received totalling £17, 846. The Committee noted and commented on items of approved expenditure relating to Crag Bank Village Hall and Carnforth Civic Hall including the cost for terminating the lease for the drinks machine and spend on the recent Carnforth Street Festival.

After some comments, it was **RESOLVED that the Town Council be recommended to approve the payments list and that they note that the Finance & Governance Committee had approved the Payments list for August under delegated authority.**

21105 Carnforth Street Festival: The Clerk reported that this highly successful event had been delivered for just over £5,000 which the Committee agreed was a significant achievement. The Council had incurred this expenditure with a view to some of it being reimbursed under the governments ERDF Welcome Back funding scheme managed by Lancaster City Council. An initial meeting with colleagues from the City Council has, however, highlighted that the event may not now receive the expected funding. It was reported that the Clerk has written to Lancaster City Council and a further meeting has been arranged.

After some comments it was **RESOLVED that the success of the Carnforth Street Festival be welcomed and that the Clerk reports to the Town Council on the outcome of the meeting scheduled to discuss the Welcome Back funding.**

- 21106 Policies & Procedures:** The Committee reviewed the Council's Reserves Policy. The Clerk reported that the policy sets out the legal requirement that all Council's - no matter what their size - have regard for the level of reserves needed for meeting estimated expenditure. The policy provides guidance on the types of reserves and the need to carry out a financial risk assessment when determining the level of General Reserves required alongside any Earmarked Reserves that are '*...generally built up over a period for specific items of expenditure to meet known or anticipated liabilities or projects*'. The Committee were asked to note that in line with best practice the policy states that '*no less than 25% of annual expenditure*' will be held for General Reserves and that, through the adoption of this policy the Council will '*...work towards maintaining a reserve equivalent to no more than 50% of annual expenditure*' with the view that this will provide the maximum required security for unexpected calls on the Council's finances without restricting expenditure on delivering Council services and plans. After some discussion, it was **RESOLVED that the Town Council be recommended to adopt the Reserves Policy as presented and that this be considered when determining the Council's annual budget and required levels of reserves.**
- 21107 Council website:** The Clerk reminded Councillors that the Council had previously approved the redevelopment of the Council's website to make it more vibrant and user friendly and to ensure that it fully complied with the Web Content Accessibility requirements. It was reported that this work is now expected to be completed in the coming weeks and the Clerk recommended that the Administrative Officer be given responsibility for maintaining the website thereafter, under the Clerk's direction, as this is within her contractual duties and provides an opportunity to take advantage of her skills. After some observations, it was **RESOLVED that the Administrative Officer be given responsibility for maintaining and keeping up-to-date the Council's website, under the Clerk and Proper Officers supervision and direction.**
- 21108 Items for next Agenda:** The Committee **RESOLVED that at the October meeting of the Finance & Governance Committee the Council's financial position at the mid-way point of the financial year (30th September 2021) be considered in detail and that the process for determining the annual budget for 2021/22 agreed and Committees advised.**
- 21109 Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 13th October 2021 at 5:15pm.** The meeting closed at 6:15pm



Clerk to the Council

Carnforth Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 05/10/2021		
	Cash in Hand 01/04/2021		64,886.10
	ADD Receipts 01/04/2021 - 05/10/2021		139,286.49
			204,172.59
	SUBTRACT Payments 01/04/2021 - 05/10/2021		70,751.80
A	Cash in Hand 05/10/2021 (per Cash Book)		133,420.79
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2021	137.00
	Unity Trust - Current	30/09/2021	109,048.11
	Neighbourhood Plan	30/09/2021	6,072.70
	Unity Trust - Deposit	30/09/2021	10,264.41
	Barclays	30/09/2021	9,339.14
			134,861.36
	Less unrepresented payments		1,680.57
			133,180.79
	Plus unrepresented receipts		240.00
B	Adjusted Bank Balance		133,420.79
	A = B Checks out OK		

Carnforth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

8 October 2021 (2021-2022)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Insurance		44.99	44.99	1,400.00	1,828.92	-428.92	-383.93 (-27%)
45	Postage				100.00	27.00	73.00	73.00 (73%)
46	Telephone				120.00	71.60	48.40	48.40 (40%)
47	Printing				1,000.00	42.00	958.00	958.00 (95%)
48	Stationery				100.00	90.35	9.65	9.65 (9%)
85	Publications				50.00	61.63	-11.63	-11.63 (-23%)
SUB TOTAL			44.99	44.99	2,770.00	2,121.50	648.50	693.49 (25%)

Allowances

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Members							(N/A)
30	Town Mayor				600.00	119.96	480.04	480.04 (80%)
SUB TOTAL					600.00	119.96	480.04	480.04 (80%)

Assets Management Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Local Delivery Scheme	500.00	500.00					(0%)
61	Grounds Maintenance				2,000.00	1,335.18	664.82	664.82 (33%)
90	Alexandra Park				100.00		100.00	100.00 (100%)
106	Assets		1,162.09	1,162.09	1,400.00	3,355.15	-1,955.15	-793.06 (-56%)
SUB TOTAL		500.00	1,662.09	1,162.09	3,500.00	4,690.33	-1,190.33	-28.24 (-0%)

Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Service Charge				216.00	87.16	128.84	128.84 (59%)
71	Bank Interest	20.00		-20.00				-20.00 (-100%)
SUB TOTAL		20.00		-20.00	216.00	87.16	128.84	108.84 (46%)

Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Carnforth Council Offices							(N/A)
13	Carnforth Civic Hall				3,000.00	3,047.64	-47.64	-47.64 (-1%)
65	War Memorial Gardens							(N/A)
95	Crag Bank Village Hall					6,071.97	-6,071.97	-6,071.97 (N/A)

Carnforth Town Council

Summary of Receipts and Payments

8 October 2021 (2021-2022)

All Cost Centres and Codes

SUB TOTAL		3,000.00	9,119.61	-6,119.61	-6,119.61 (-203%)
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Carnforth Civic Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	CCH - Electricity				1,000.00	222.13	777.87	777.87 (77%)
2	CCH - Heating				1,500.00		1,500.00	1,500.00 (100%)
3	CCH - Water rates				1,400.00	655.08	744.92	744.92 (53%)
4	CCH - Cleaning				1,400.00	219.37	1,180.63	1,180.63 (84%)
5	CCH - Repairs & Maintenance				2,000.00	2,423.82	-423.82	-423.82 (-21%)
6	CCH - Waste & Recycling				1,200.00	654.30	545.70	545.70 (45%)
7	CCH - Drinks Machine	150.00		-150.00	550.00	1,265.56	-715.56	-865.56 (-123%)
33	CCH - Film Nights	500.00		-500.00	500.00		500.00	(0%)
52	CCH - Hire	5,000.00	6,457.00	1,457.00				1,457.00 (29%)
SUB TOTAL		5,650.00	6,457.00	807.00	9,550.00	5,440.26	4,109.74	4,916.74 (32%)

Civic Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Remembrance Day				1,000.00		1,000.00	1,000.00 (100%)
34	Twinning				200.00		200.00	200.00 (100%)
68	Civic Sunday				500.00		500.00	500.00 (100%)
69	Armed Forces Day				150.00		150.00	150.00 (100%)
75	VE Day					150.00	-150.00	-150.00 (N/A)
SUB TOTAL					1,850.00	150.00	1,700.00	1,700.00 (91%)

Community Benefit Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74	Grants Paid							(N/A)
76	Grants Received		3,539.27	3,539.27				3,539.27 (N/A)
SUB TOTAL			3,539.27	3,539.27				3,539.27 (N/A)

Community Resilience Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Community Resilience Fund		1,467.71	1,467.71	2,000.00	47.79	1,952.21	3,419.92 (171%)
SUB TOTAL			1,467.71	1,467.71	2,000.00	47.79	1,952.21	3,419.92 (171%)

Carnforth Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

8 October 2021 (2021-2022)

Council Office

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Repairs & Maintenance				100.00		100.00	100.00 (100%)
SUB TOTAL					100.00		100.00	100.00 (100%)

Crag Bank Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98	CBVH - Gas & Electricity				1,112.51	-1,112.51	-1,112.51	(N/A)
99	CBVH - Heating							(N/A)
100	CBVH - Water Rates				94.12	-94.12	-94.12	(N/A)
101	CBVH - Cleaning				789.53	-789.53	-789.53	(N/A)
102	CBVH - Repairs & Maintenance				740.00	-740.00	-740.00	(N/A)
103	CBVH - Waste & Recycling				541.22	-541.22	-541.22	(N/A)
104	CBVH - Hire		4,432.62	4,432.62	1.07	-1.07	4,431.55	(N/A)
111	CBVH - Grounds Maintenance				99.82	-99.82	-99.82	(N/A)
112	CBVH - NNDR				1,886.63	-1,886.63	-1,886.63	(N/A)
SUB TOTAL			4,432.62	4,432.62		5,264.90	-5,264.90	-832.28 (N/A)

Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Civic Hall Manager				150.00		150.00	150.00 (100%)
21	Clerk & Proper Officer				150.00	27.00	123.00	123.00 (82%)
22	Outdoor Maintenance Officer				150.00	32.40	117.60	117.60 (78%)
28	Members				100.00		100.00	100.00 (100%)
31	Town Mayor				300.00		300.00	300.00 (100%)
SUB TOTAL					850.00	59.40	790.60	790.60 (93%)

ICT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Broadband				600.00	298.91	301.09	301.09 (50%)
37	Hardware				300.00	72.98	227.02	227.02 (75%)
38	Domain & Web-hosting				500.00	201.88	298.12	298.12 (59%)
39	Software				1,000.00	754.00	246.00	246.00 (24%)
SUB TOTAL					2,400.00	1,327.77	1,072.23	1,072.23 (44%)

Newsletter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Printing				3,600.00	1,800.00	1,800.00	1,800.00 (50%)

Carnforth Town Council

Summary of Receipts and Payments

8 October 2021 (2021-2022)

All Cost Centres and Codes

50	Distribution		1,800.00	900.00	900.00	900.00 (50%)	
54	Advertising					(N/A)	
105	Sponsorship	3,000.00	-3,000.00	-200.00	200.00	-2,800.00 (-93%)	
SUB TOTAL		3,000.00	-3,000.00	5,400.00	2,500.00	2,900.00	-100.00 (-1%)

Other income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
83	Other income		29,260.24	29,260.24				29,260.24 (N/A)
SUB TOTAL			29,260.24	29,260.24				29,260.24 (N/A)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Precept	85,599.00	85,599.00					(0%)
SUB TOTAL		85,599.00	85,599.00					(0%)

Professional Fees & Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Legal Services				100.00	843.00	-743.00	-743.00 (-743%)
41	Internal Audit Services				120.00	120.00		(0%)
42	External Audit Services				425.00	400.00	25.00	25.00 (5%)
82	Planning Services				1,000.00		1,000.00	1,000.00 (100%)
94	Payroll Services					91.40	-91.40	-91.40 (N/A)
SUB TOTAL					1,645.00	1,454.40	190.60	190.60 (11%)

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Civic Hall Feasibility Study							(N/A)
91	Eden Project				500.00		500.00	500.00 (100%)
92	Carnforth Steps into the light Prc				500.00	50.00	450.00	450.00 (90%)
96	Carnforth Street Festival					5,275.41	-5,275.41	-5,275.41 (N/A)
97	Queen's Platinum Jubilee							(N/A)
SUB TOTAL					1,000.00	5,325.41	-4,325.41	-4,325.41 (-432%)

Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	By-election				5,000.00		5,000.00	5,000.00 (100%)
66	Neighbourhood Plan Developme		4,000.00	4,000.00	2,000.00	855.55	1,144.45	5,144.45 (257%)

Carnforth Town Council
Summary of Receipts and Payments

8 October 2021 (2021-2022)

All Cost Centres and Codes

107 Emergency Planning			925.00	156.66	768.34	768.34 (83%)
108 General Reserves			6,075.00		6,075.00	6,075.00 (100%)
SUB TOTAL	4,000.00	4,000.00	14,000.00	1,012.21	12,987.79	16,987.79 (121%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 Operations				17,232.00	7,161.00	10,071.00	10,071.00 (58%)
18 Administration				19,136.00	10,905.69	8,230.31	8,230.31 (43%)
80 PAYE				6,500.00	5,693.23	806.77	806.77 (12%)
SUB TOTAL				42,868.00	23,759.92	19,108.08	19,108.08 (44%)

Subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44 NALC/LALC Subscriptions				800.00		800.00	800.00 (100%)
89 Rural Services Partnership				150.00	130.00	20.00	20.00 (13%)
93 SLCC Subscriptions				170.00		170.00	170.00 (100%)
SUB TOTAL				1,120.00	130.00	990.00	990.00 (88%)

Suspense account

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77 Suspense							(N/A)
SUB TOTAL							(N/A)

Town Development & Planning

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56 Heritage Walks							(N/A)
73 Carnforth In Bloom							(N/A)
109 Town Development				3,000.00	1,002.69	1,997.31	1,997.31 (66%)
SUB TOTAL				3,000.00	1,002.69	1,997.31	1,997.31 (66%)

Training

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23 Civic Hall Manager				100.00	58.50	41.50	41.50 (41%)
24 Clerk & Proper Officer				100.00	158.50	-58.50	-58.50 (-58%)
25 Outdoor Maintenance Officer				100.00		100.00	100.00 (100%)
29 Members				250.00	317.00	-67.00	-67.00 (-26%)

Carnforth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

8 October 2021 (2021-2022)

SUB TOTAL		550.00	534.00	16.00	16.00 (2%)
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Value Added Tax

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
72 VAT Refund	6,000.00	2,740.47	-3,259.53				-3,259.53 (-54%)
SUB TOTAL	6,000.00	2,740.47	-3,259.53				-3,259.53 (-54%)

War Memorial Gardens

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 WMG - Electricity				450.00	104.61	345.39	345.39 (76%)
62 WMG - Cleaning				1,800.00	450.00	1,350.00	1,350.00 (75%)
SUB TOTAL				2,250.00	554.61	1,695.39	1,695.39 (75%)

Summary

NET TOTAL	100,769.00	139,203.39	38,434.39	98,669.00	64,701.92	33,967.08	72,401.47 (36%)
V.A.T.		83.10			6,049.88		
GROSS TOTAL		139,286.49			70,751.80		

Budget monitoring 2021/22

RECEIPTS

Code	Title	Apr - Sept		Oct - Mar		
Administration		Budgeted	Actual	Forecast	TOTAL	Variance
106	Assets Management (Income)	0	1,162.09	0.00	1,162.09	1,162.09
71	Bank Interest (Income)	20	0.00	20.00	20.00	0.00
7	Drinks machine (Income)	150	0.00	0.00	0.00	-150.00
33	Film nights (Income)	500	0.00	0.00	0.00	-500.00
76	Community Benefit Fund	0	3,539.27	0.00	3,539.27	3,539.27
86	Community Resilience Fund	0	1,467.71	0.00	1,467.71	1,467.71
52	Carnforth Civic Hall Hire	5,000	6,457.00	2,043.00	8,500.00	3,500.00
104	Craa Bank Village Hall Hire	0	4,431.55	9,000.00	13,431.55	13,431.55
105	Newsletter Sponsorship	3,000	200.00	0.00	200.00	-2,800.00
83	Other income - CBVH balances	0	29,260.24	0.00	29,260.24	29,260.24
59	Precept	85,599	85,599.00	0.00	85,599.00	0.00
66	Neighbourhood Plan (Income)	0	4,000.00	0.00	4,000.00	4,000.00
Total Receipts		94,269	136,116.86	11,063.00	147,179.86	52,910.86

PAYMENTS

Code	Title	Apr - Sept		Oct - Mar		
Administration		Budgeted	Actual	Forecast	TOTAL	Variance
43	Insurance	1,400	1,828.92	0.00	1,828.92	-428.92
43	Insurance (Income)	0	44.99	0.00	44.99	44.99
45	Postage	100	27.00	23.00	50.00	50.00
46	Telephone	120	71.60	71.60	143.20	-23.20
47	Printing	1,000	42.00	58.00	100.00	900.00
48	Stationery	100	90.35	59.65	150.00	-50.00
85	Publications	50	61.63	38.37	100.00	-50.00
SUB TOTAL		2,770	2,166.49	250.62	2,417.11	442.87

Allowances		Budgeted	Actual	Forecast	TOTAL	Variance
27	Members	0	0.00	0.00	0.00	0.00
30	Mavor	600	119.96	480.04	600.00	0.00
SUB TOTAL		600	119.96	480.04	600.00	0.00

Asset Management Committee	Budgeted	Actual	Forecast	TOTAL	Variance
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58	Local Delivery Scheme	500	500	0	500.00	0.00
61	Grounds Maintenance	2000	1335.18	664.82	2,000.00	0.00
90	Alexandra Park	100	0	100	100.00	0.00
106	Assets Management	1,400	3,355.15	644.85	4,000.00	-2,600.00
SUB TOTAL		4,000	5,190.33	1,409.67	6,600.00	-2,600.00

Bank		Budgeted	Actual	Forecast	TOTAL	Variance
70	Service Charge	216	87.16	90.00	177.16	38.84
SUB TOTAL		216	87.16	90.00	177.16	38.84

Capital Expenditure		Budgeted	Actual	Forecast	TOTAL	Variance
12	Carnforth Council Offices	0	0.00	0.00	0.00	0.00
13	Carnforth Civic Hall	3,000	3,047.64	952.36	4,000.00	-1,000.00
65	War Memorial Gardens	0	0.00	0.00	0.00	0.00
95	Crag Bank Village Hall	0	6,071.97	2,928.03	9,000.00	-9,000.00
SUB TOTAL		3,000	9,119.61	3,880.39	13,000.00	-10,000.00

Civic Hall		Budgeted	Actual	Forecast	TOTAL	Variance
1	Electricity	1,000	222.13	277.87	500.00	500.00
2	Heating	1,500	0.00	750.00	750.00	750.00
3	Water Rates	1,400	655.08	744.92	1,400.00	0.00
4	Cleaning	1,400	219.37	480.63	700.00	700.00
5	Repairs & Maintenance	2,000	2,423.82	576.18	3,000.00	-1,000.00
6	Waste & Recvcling	1,200	654.30	645.70	1,300.00	-100.00
7	Drinks machine	550	1,265.56	0.00	1,265.56	-715.56
7	Drinks machine (Income)	150	0.00	0.00	0.00	-150.00
33	Film nights	500	0.00	0.00	0.00	500.00
SUB TOTAL		9,700	5,440.26	3,475.30	8,915.56	484.44

Civic Events		Budgeted	Actual	Forecast	TOTAL	Variance
32	Remembrance Day	1,000	0.00	1,000.00	1,000.00	0.00
34	Twinning Association	200	0.00	200.00	200.00	0.00
68	Civic Sunday	500	0.00	0.00	0.00	500.00
69	Armed Forces Day	150	0.00	0.00	0.00	150.00
75	VE Day	0	150.00	0.00	150.00	-150.00
SUB TOTAL		1,850	150.00	1,200.00	1,350.00	500.00

Community Benefit Fund		Budgeted	Actual	Forecast	TOTAL	Variance
76	Grants Paid	0	0.00	1,500.00	1,500.00	-1,500.00
SUB TOTAL		0	0.00	1,500.00	1,500.00	-1,500.00

Community Resilience Fund		Budgeted	Actual	Forecast	TOTAL	Variance
86	Funds paid	2,000	47.79	52.21	100.00	1,900.00
SUB TOTAL		2,000	47.79	52.21	100.00	1,900.00

Council Office		Budgeted	Actual	Forecast	TOTAL	Variance
87	Repairs & Maintenance	100	0.00	0.00	0.00	100.00
SUB TOTAL		100	0.00	0.00	0.00	100.00

Crag Bank Village Hall		Budgeted	Actual	Forecast	TOTAL	Variance
98	Gas & Electricity	0	1,112.51	2,312.51	3,425.02	-3,425.02
100	Water Rates	0	94.12	105.88	200.00	-200.00
101	Cleaning	0	789.53	410.47	1,200.00	-1,200.00
102	Repairs & Maintenance	0	740.00	260.00	1,000.00	-1,000.00
103	Waste & Recvcling	0	541.22	458.78	1,000.00	-1,000.00
111	Grounds Maintenance	0	99.82	100.18	200.00	-200.00
112	NNDR	0	1,886.63	0.00	1,886.63	-1,886.63
SUB TOTAL		0	5,263.83	3,647.82	8,911.65	-8,911.65

Expenses		Budgeted	Actual	Forecast	TOTAL	Variance
20	Civic Hall Manager	150	0.00	75.00	75.00	75.00
21	Town Clerk	150	27.00	75.00	102.00	48.00
22	Outdoor Maintenance Officer	150	32.40	75.00	107.40	42.60
28	Members	100	0.00	0.00	0.00	100.00
31	Mavor	300	0.00	300.00	300.00	0.00
SUB TOTAL		850	59.40	525.00	584.40	265.60

ICT		Budgeted	Actual	Forecast	TOTAL	Variance
36	Broadband	600	298.81	301.19	600.00	0.00
37	Hardware	300	72.98	2,072.98	2,145.96	-1,845.96
38	Domain & Web-hosting	500	201.88	298.12	500.00	0.00
39	Software	1,000	754.00	0.00	754.00	246.00
SUB TOTAL		2,400	1,327.67	2,672.29	3,999.96	-1,599.96

Newsletter		Budgeted	Actual	Forecast	TOTAL	Variance
49	Printing	3,600	1,800.00	1,800.00	3,600.00	0.00
50	Distribution	1,800	900.00	900.00	1,800.00	0.00
SUB TOTAL		5,400	2,700.00	2,700.00	5,400.00	0.00

Professional Fees & Services		Budgeted	Actual	Forecast	TOTAL	Variance
40	Legal Services	100	843.00	157.00	1,000.00	-900.00
41	Internal Audit Services	120	120.00	0.00	120.00	0.00
42	External Audit Services	425	400.00	0.00	400.00	25.00
82	Plannina Services	1,000	0.00	0.00	0.00	1,000.00
94	Payroll Services	0	91.40	120.00	211.40	-211.40
SUB TOTAL		1,645	1,454.40	277.00	1,731.40	-86.40

Projects		Budgeted	Actual	Forecast	TOTAL	Variance
8	Civic Hall Feasibility Study	0	0.00	0.00	0.00	0.00
91	Eden Project	500	0.00	0.00	0.00	500.00
92	Carnforth Steps into the Light	500	50.00	450.00	500.00	0.00
96	Carnforth Street Festival	0	5,275.41	0.00	5,275.41	-5,275.41
97	Queen's Platinum Jubilee	0	0.00	100.00	100.00	-100.00
SUB TOTAL		1,000	5,325.41	550.00	5,875.41	-4,875.41

Reserves		Budgeted	Actual	Forecast	TOTAL	Variance
35	Bv Election	5,000	0.00	0.00	0.00	5,000.00
66	Neighbourhood Plan	2,000	855.55	1,144.45	2,000.00	0.00
107	Emeraencv Plannina	925	156.66	143.34	300.00	625.00
108	General Reserves	6,075	0.00	0.00	0.00	6,075.00
SUB TOTAL		14,000	1,012.21	1,287.79	2,300.00	11,700.00

Salaries		Budgeted	Actual	Forecast	TOTAL	Variance
17	Operations	17,232	7,161.00	10,000.00	17,161.00	71.00
18	Administration	19,136	10,905.69	10,000.00	20,905.69	-1,769.69
80	PAYE	6,500	5,693.23	4,306.77	10,000.00	-3,500.00
SUB TOTAL		42,868	23,759.92	24,306.77	48,066.69	-5,198.69

Subscriptions		Budgeted	Actual	Forecast	TOTAL	Variance
44	NALC/LALC	800	0.00	800.00	800.00	0.00
89	Rural Services Partnership	150	130.00	0.00	130.00	20.00
93	SLCC	170	0.00	170.00	170.00	0.00
SUB TOTAL		1,120	130.00	970.00	1,100.00	20.00

Town Development & Planning		Budgeted	Actual	Forecast	TOTAL	Variance
56	Heritaae Walk	0	0.00	0.00	0.00	0.00

73	Carnforth in Bloom	0	0.00	0.00	0.00	0.00
109	Outdoor Maintenance Officer	3.000	1.002.89	1.997.11	3.000.00	0.00
SUB TOTAL		3.000	1.002.89	1.997.11	3.000.00	0.00

Training		Budgeted	Actual	Forecast	TOTAL	Variance
23	Civic Hall Manager	100	58.50	100.00	158.50	-58.50
24	Town Clerk	100	158.50	41.50	200.00	-100.00
25	Outdoor Maintenance Officer	100	0.00	50.00	50.00	50.00
29	Members	250	317.00	0.00	317.00	-67.00
SUB TOTAL		550	534.00	191.50	725.50	-175.50

War Memorial Gardens		Budgeted	Actual	Forecast	TOTAL	Variance
51	Electricity	450	104.61	145.39	250.00	200.00
52	Cleaning	1.800	450.00	1.350.00	1.800.00	0.00
SUB TOTAL		2.250	554.61	1.495.39	2.050.00	200.00

Value Added Tax		Budgeted	Actual	Forecast	TOTAL	Variance
72	VAT Refund (Income)	6.000	2.740.47	8.453.98	11.194.45	5.194.45
SUB TOTAL		6.000	2.740.47	8.453.98	11.194.45	5.194.45

Total Payments	105.319	68.186	61.413	129.599	-24.280
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Net Total	11.050			17.581	28.631
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CARNFORTH TOWN COUNCIL

USE OF ELECTRONIC TABLETS POLICY

1. Introduction

1.1 Carnforth Town Council's general presumption for this policy is for electronic provision of information and transaction of business, to facilitate effective communication and reduce the reliance on hard copies of documents while also recognising that Councillors have different needs and requirements.

2. What Councillors can expect from Officers

2.1 The Council will provide a Tablet to all Councillors to use for Carnforth Town Council business.

2.2 A Tablet is a wireless portable computer with a touch screen. For the purposes of this policy, "equipment" relates to the Tablet and charge.

2.3 The Clerk & Proper Officer will provide Councillors with technical support for their Tablets if required.

2.4 The Council will where practicable provide a Councillor with a temporary replacement Tablet whilst fixing or replacing their original Tablet, provided that that Councillor has complied with all the requirements as outlined in paragraph 3.1

3. What Officers can expect from Councillors

3.1 Councillors must report immediately to the Clerk & Proper Officer any loss or damage to all or any of the equipment including if the Tablet is stolen.

3.2 If the equipment is lost, broken or stolen as a result of negligence by a Councillor, they will be expected to pay for the cost of replacement, which would be provided by the Council on a like for like basis.

3.3 If the equipment ceases to work as a result of reasonable wear and tear, or due to a fault, it will be fixed or replaced by the Council at no cost to the Councillor.

3.4 Councillors may only download and use Apps approved by the Council.

3.5 Councillors may use Bluetooth enabled devices such as a keyboard, with the Tablet, but these will not be provided or maintained by the Council.

3.6 It should be noted that non-compliance with this usage policy would be contrary to the Code of Conduct and Standing Orders relating to the use of Council resources.

4. Return and Recovery of Equipment

4.1 All equipment and software assigned remains the property of the Council. The Council reserves the right to require Councillors to return the equipment at any time.

4.2 At the point at which a Councillor's term of office is ended, all equipment issued must be returned to the Council within one week of ceasing office in the condition in which it was issued (reasonable wear and tear excepting). All the information held on the equipment will be deleted and the equipment may be re-issued.

5. Email Messages

5.1 All emails that are used to support the business of Carnforth Town Council must be sent using the @carnforthtowncouncil.org address.

5.2 Non-Carnforth Town Council email accounts must not be used to conduct or support Town Council business.

5.3 All emails must carry the official Council disclaimer which will be provided by the Clerk & Proper Officer.

5.4 The automatic forwarding of emails is not permitted, due to the potential sensitivity of information therein.

6. The Provision of Electronic Meeting Summonses

6.1 Before the Local Government (Electronic Communications) (England) Order 2015 came into force in January 2015, Councillors could receive agendas electronically; however, there was still a requirement to issue the summons to the Councillors in a paper format.

6.2 The Local Government (Electronic Communications) (England) Order 2015 allows Councillors to receive the summons to attend meetings in electronic form subject to receipt of written consent. This consent is given at the time of taking office.

6.3 In view of the Council's wish to increase electronic provision of information to facilitate the transaction of business and the use of effective communication, thereby reducing the reliance on hard copies of documents, Councillors with Council tablets will no longer receive paper copies of agendas or meeting papers in hard copy.

7. Declaration Policy Compliance

- 7.1 To confirm that a Councillor agrees to use the equipment supplied in accordance with this usage policy, he/she is requested to sign the declaration in Appendix 1 prior to the issue of the equipment.

Date of Adoption: 2021



CARNFORTH TOWN COUNCIL

USE OF ELECTRONIC TABLETS POLICY

APPENDIX 1

I agree to use the equipment issued to me in accordance with this usage policy.

Name.....(PRINT)

Signature.....

Date.....

Office Use only	
Date of equipment Issue	
Equipment Reference	