



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of the Finance & Governance Committee at Carnforth Council Offices at 5:15pm on Wednesday 8th December 2021

A G E N D A

- 21121. **Apologies:** To receive apologies
- 21122. **Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21123. **Urgent Business:** To consider any items of urgent business not on the agenda
- 21124. **Minutes:** To consider Minutes of the meeting held on 8th November 2021
- 21125. **Actions:** To consider actions and related updates and progress not covered on the agenda.
- 21126. **Exclusion of Press & Public:** To approve exclusion of press and public for agenda item 21127 as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended)
- 21127. **Staffing matters:** To consider staff resignations/appointments, job descriptions and remuneration (Clerk to Report)
- 21128. **Zoom Conference Software:** To consider offer for annual subscription ((Clerk to Report)
- 21129. **Budget Monitoring and Bank Reconciliation:** To consider the following
 - 1) Bank reconciliation as at 30th November 2021;
 - 2) Summary report of transactions & net position as at 30th November 2021
- 21130. **Payments List:** To consider for payments list (See Agenda Pack)
- 21131. **Budget Planning 2022 / 2023:** To consider for recommendation to Carnforth Town Council draft budget for the financial year 2022 / 2023 (Clerk to Report)
- 21132. **Community Benefit Fund:** To consider application for funds
- 21133. **Items for next Agenda:** To consider any agenda items for next meeting
- 21134. **Date & Time of next meeting:** To consider date and time of next meeting

Clerk and Proper Officer

03 December 2021

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

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Monday 8th November 2021 at 6:15pm at Carnforth Council Offices

Present: Councillors Grisenthwaite (Chair); Branyan; Jones and Stretch

In attendance: Bob Bailey, Clerk & Proper Officer

21110	Apologies: Apologies were received from Councillors Gardner and Watson.
21111	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
21112	Urgent Business: There were no matters of urgent business not on the agenda for this meeting.
21113	Minutes: It was RESOLVED that Minutes of the last meeting held on Wednesday 13th October 2021 be approved.
21114	Actions: The Chair went through the Committee actions and the Clerk & Proper Officer and Committee members provided updates where required, including: <ol style="list-style-type: none">1) Bank Standing Orders are now in place for the monthly payment of staff;2) Arrangements will be made for a task/finish group to commence in December with a remit to establish a formal Councillor Induction and Training programme It was then RESOLVED that the update on actions be noted and reports on progress be considered at Committee meetings in due course.
21115	Budget Monitoring & Bank Reconciliation: The Clerk & Proper Officer presented the <i>Bank Reconciliation Report</i> setting out the bank and petty cash balances as at 31 st October 2021. It was reported that despite spend-to-date exceeding £83k there remains a healthy balance in the Council's accounts of just over £127k, mainly due to a higher than usual carry forward from the previous year and balances and income from Crag Bank Village Hall The Clerk & Proper Officer also presented the <i>Summary Report of Receipts and Payments</i> as at the same date, highlighting budget headings of particular interest or note in terms of forecasted under/over spend. Of particular note was income from Crag Bank Village Hall where the number of regular bookings now exceed that before the coronavirus pandemic. After some comments and questions, it was RESOLVED that the bank reconciliation and summary financial position as at 31st October 2021 be noted.
21116	Payments List: The Clerk and Proper Officer presented the Payments List for orders and services received in the last month. This includes cost of legal services; the installation of hardwood doors and the electronic access system at Crag Bank Village Hall and the purchase of the NHS & Keyworkers Rainbow bench. The Committee was also asked to note the payments include PAYE for Periods 6 and 7.

It was reported that Lancaster City Council had paid for the hire of gazebo's used for the Carnforth Street Festival.

After some comments, it was **RESOLVED that the Town Council be RECOMMENDED to approve the payments list.**

21117 Budget Planning 2022/2023: At the request of the Chair, the Clerk had drafted a 'stand-still' budget for the financial year 2022/2023. The Clerk presented the proposed budget which was based on the forecasted outturn for 2021/22 and allowing for increases in pay (2%) and prices (5%) and an estimate of costs associated with known plans, specifically, the Queens Jubilee celebrations in June 2022.

Councillors acknowledged that whilst this purported to be a budget based on previous running costs and any planned projects, 2020/21 and 2021/22 had been difficult to predict due to the coronavirus pandemic and the 'unplanned' decision taken by the Town Council to take on the stewardship of Crag Bank Village Hall. Never-the-less, it was considered that the draft budget for 2022/23 as presented provided a good starting point from which a recommended budget and precept could be determined.

The Committee were informed that the Property and Environment Committee had put forward a proposal for replacing the flooring at Carnforth Civic Hall and their followed a discussion on this proposal and on the possible cost and funding opportunities to replace the outdated heating system at Carnforth Civic Hall, as identified in the conditions survey previously commissioned. It was noted that the heating system at Crag Bank Village Hall will also need replacement in due course. It was considered that should the Council be minded to seek external funding to support the high cost of replacing these heating systems it would be beneficial to commission a consultant to advise and assist with the bidding process.

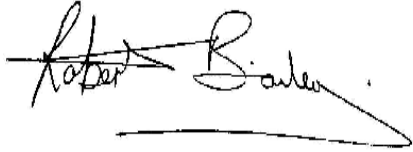
It was then **RESOLVED that all Councillors be asked to provide the Chair of Finance & Governance and Clerk & Proper Officer with any proposed expenditure and/or income generation opportunities in 2022/23 by 30th November 2021 and that these be considered by the Finance & Governance Committee in December so that a recommended budget and precept for 2022/23 can be presented to full Council for decision in January 2022.**

21118 Carnforth Scout Group: The Committee considered a request from the 1st Carnforth Scouts to run a 'mock' Council meeting where the Scouts would be given an opportunity to experience local democracy. The Clerk suggested that the Scouts be given a list of priorities and asked to determine which they would support within a limited budget/precept.

After some discussion, it was **RESOLVED that the Town Council be RECOMMENDED to invite Carnforth Scout Group to host a Council Budget meeting on Monday 6th December 2021 (Time to be agreed)**

21119 **Items for next Agenda:** The Committee **RESOLVED** that key agenda item will be to draft a proposed budget and precept for the financial year 2022/2023 for consideration at the Council Budget meeting in January 2022.

21120 **Date of next meeting:** The next meeting of Finance & Governance Committee will be on **Wednesday 8th December 2021 at 5:15pm**. The meeting closed at 7:10pm

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

	Bank Reconciliation at 02/12/2021		
	Cash in Hand 01/04/2021		64,886.10
	ADD Receipts 01/04/2021 - 02/12/2021		148,875.16
			213,761.26
	SUBTRACT Payments 01/04/2021 - 02/12/2021		107,416.90
A	Cash in Hand 02/12/2021 (per Cash Book)		106,344.36
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2021	37.00
	Unity Trust - Current	30/09/2021	84,436.65
	Neighbourhood Plan	30/09/2021	6,072.70
	Unity Trust - Deposit	30/09/2021	10,264.41
	Barclays	22/11/2021	9,895.14
			110,705.90
	Less unrepresented payments		4,361.54
			106,344.36
	Plus unrepresented receipts		
B	Adjusted Bank Balance		106,344.36
	A = B Checks out OK		

Carnforth Town Council
Summary of Receipts and Payments

2 December 2021 (2021-2022)

All Cost Centres and Codes

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	51.25	48.75	48.75 (48%)
46	Telephone				120.00	104.24	15.76	15.76 (13%)
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	62.54	-12.54	-12.54 (-25%)
SUB TOTAL			44.99	44.99	2,770.00	2,179.30	590.70	635.69 (22%)

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	318.41	281.59	281.59 (46%)
SUB TOTAL					600.00	318.41	281.59	281.59 (46%)

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	1,658.55	341.45	341.45 (17%)
90	Alexandra Park				100.00		100.00	100.00 (100%)
106	Assets		1,162.09	1,162.09	1,400.00	2,623.69	-1,223.69	-61.60 (-4%)
SUB TOTAL		500.00	1,662.09	1,162.09	3,500.00	4,282.24	-782.24	379.85 (9%)

Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Service Charge				216.00	93.16	122.84	122.84 (56%)
71	Bank Interest	20.00		-20.00				-20.00 (-100%)
SUB TOTAL		20.00		-20.00	216.00	93.16	122.84	102.84 (43%)

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					11,174.64	-11,174.64	-11,174.64 (N/A)

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

2 December 2021 (2021-2022)

SUB TOTAL	3,000.00	14,222.28	-11,222.28	-11,222.28 (-374%)
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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	297.21	702.79	702.79 (70%)
2 CCH - Heating				1,500.00	672.83	827.17	827.17 (55%)
3 CCH - Water rates				1,400.00	1,002.90	397.10	397.10 (28%)
4 CCH - Cleaning				1,400.00	670.12	729.88	729.88 (52%)
5 CCH - Repairs & Maintenance				2,000.00	2,711.02	-711.02	-711.02 (-35%)
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	8,433.13	3,433.13				3,433.13 (68%)
SUB TOTAL	5,650.00	8,433.13	2,783.13	9,550.00	7,273.94	2,276.06	5,059.19 (33%)

Civic Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32 Remembrance Day				1,000.00	981.07	18.93	18.93 (1%)
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		(0%)
75 VE Day					150.00	-150.00	-150.00 (N/A)
SUB TOTAL				1,850.00	1,281.07	568.93	568.93 (30%)

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	80.19	1,919.81	3,387.52 (169%)
SUB TOTAL		1,467.71	1,467.71	2,000.00	80.19	1,919.81	3,387.52 (169%)

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

2 December 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	54.98	45.02	45.02 (45%)
SUB TOTAL					100.00	54.98	45.02	45.02 (45%)

Crag Bank Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98	CBVH - Gas & Electricity					1,712.04	-1,712.04	-1,712.04 (N/A)
99	CBVH - Heating							(N/A)
100	CBVH - Water Rates					317.00	-317.00	-317.00 (N/A)
101	CBVH - Cleaning					748.67	-748.67	-748.67 (N/A)
102	CBVH - Repairs & Maintenance					1,088.41	-1,088.41	-1,088.41 (N/A)
103	CBVH - Waste & Recycling					541.22	-541.22	-541.22 (N/A)
104	CBVH - Hire		7,591.18	7,591.18		1.07	-1.07	7,590.11 (N/A)
111	CBVH - Grounds Maintenance					50.00	-50.00	-50.00 (N/A)
112	CBVH - NNDR					1,886.63	-1,886.63	-1,886.63 (N/A)
SUB TOTAL			7,591.18	7,591.18		6,345.04	-6,345.04	1,246.14 (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	155.25	-5.25	-5.25 (-3%)
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	187.65	662.35	662.35 (77%)

ICT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Broadband				600.00	512.55	87.45	87.45 (14%)
37	Hardware				300.00	2,445.08	-2,145.08	-2,145.08 (-715%)
38	Domain & Web-hosting				500.00	233.38	266.62	266.62 (53%)
39	Software				1,000.00	907.36	92.64	92.64 (9%)
SUB TOTAL					2,400.00	4,098.37	-1,698.37	-1,698.37 (-70%)

Newsletter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Printing				3,600.00	3,300.00	300.00	300.00 (8%)

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

2 December 2021 (2021-2022)

50	Distribution		1,800.00	1,500.00	300.00	300.00 (16%)
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	4,600.00	800.00 -2,200.00 (-26%)

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	2,893.00	-2,793.00	-2,793.00 (-2793%)
41	Internal Audit Services				120.00	120.00		(0%)
42	External Audit Services				425.00	400.00	25.00	25.00 (5%)
82	Planning & Valuation Services				1,000.00	600.00	400.00	400.00 (40%)
94	Payroll Services					131.80	-131.80	-131.80 (N/A)
113	Gas & Electrical Services					1,200.00	-1,200.00	-1,200.00 (N/A)
SUB TOTAL					1,645.00	5,344.80	-3,699.80	-3,699.80 (-224%)

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%)

Carnforth Town Council
Summary of Receipts and Payments

2 December 2021 (2021-2022)

All Cost Centres and Codes

66	Neighbourhood Plan Developme	4,000.00	4,000.00	2,000.00	3,875.55	-1,875.55	2,124.45 (106%)
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	4,032.21	9,967.79	13,967.79 (99%)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Operations				17,232.00	12,176.00	5,056.00	5,056.00 (29%)
18	Administration				19,136.00	17,769.55	1,366.45	1,366.45 (7%)
80	PAYE				6,500.00	9,321.00	-2,821.00	-2,821.00 (-43%)
SUB TOTAL					42,868.00	39,266.55	3,601.45	3,601.45 (8%)

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	2,247.69	752.31	752.31 (25%)
SUB TOTAL					3,000.00	2,247.69	752.31	752.31 (25%)

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

2 December 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	7,194.45	1,194.45				1,194.45 (19%)
SUB TOTAL	6,000.00	7,194.45	1,194.45				1,194.45 (19%)

War Memorial Gardens

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 WMG - Electricity				450.00	154.36	295.64	295.64 (65%)
62 WMG - Cleaning				1,800.00	900.00	900.00	900.00 (50%)
SUB TOTAL				2,250.00	1,054.36	1,195.64	1,195.64 (53%)

Summary

NET TOTAL	100,769.00	148,792.06	48,023.06	98,669.00	102,951.65	-4,282.65	43,740.41 (21%)
V.A.T.		83.10			9,663.07		
GROSS TOTAL		148,875.16			112,614.72		

Carnforth Town Council
DRAFT PAYMENTS LIST 309 TO 354

Voucher	Cheque	Code	Name	Description	Amount
309		95 - Crag Bank Village Hall	AJ Products UK	Table transporter	210.00
310		95 - Crag Bank Village Hall	AJ Products UK	Padded Chair Trolley	162.00
321		5 - CCH - Repairs & Maintenance <i>Sealing two windows</i>	MPH Joinery Services	Maintenance	72.00
322		32 - Remembrance Day	William Towers	Public Address	150.00
325		5 - CCH - Repairs & Maintenance	Thomas Graham	Caution sign	3.06
326		66 - Neighbourhood Plan Development	Troy Hayes Design	Carnforth Neighbourhood Plan	3,000.00
338		82 - Planning & Valuation Services <i>Crag Bank Village Hall</i>	Richard P Taylor Ltd	Professional services	420.00
339		82 - Planning & Valuation Services <i>Carnforth Civic Hall</i>	Richard P Taylor Ltd	Professional services	300.00
343		80 - PAYE <i>Month 8</i>	HMRC	PAYE	1,166.50
344		18 - Administration <i>Month 8</i>	Admin & Management Salaries	Salary	1,872.48
345	Standing Order	18 - Administration <i>Month 8</i>	Admin & Management Salaries	Salary	370.80
346	Standing Order	17 - Operations	Operational Staff	Salary	268.80
347	Standing Order	17 - Operations	Operational Staff	Salary	1,050.20
348	Standing Order	17 - Operations <i>Month 8</i>	Operational Staff	Salary	400.00
349	Credit Card	38 - Domain & Web-hosting	IONOS	Domain & Web-hosting	3.00
350	Credit Card	39 - Software	IONOS	Domain & Web-hosting	25.16
351	Direct Debit	51 - WMG - Electricity	British Gas	Electricity	18.32
352	Credit Card	39 - Software	Microsoft office	Office 365	22.56
353		40 - Legal Services <i>Land registry fees and searches</i>	Oldfield Solicitors	Professional services	299.00
354	Direct Debit	94 - Payroll Services	e-slips	Professional services	24.24
TOTAL					9,838.12



CARNFORTH TOWN COUNCIL COMMUNITY BENEFIT FUND APPLICATION FORM

Reference Number: _____ <small>Office use only</small>	Date of Submission: _____
Project title	Community provision & toddler group setup
Name of applying group	Carnforth Kiddiwinks
Name of contact person and postal address	Mrs Lesley Gee The Helks Over Kellet Carnforth Postcode: LA6 1DX
Email Address	Lesleygee54@gmail.com
Phone Number/s	01524 733240 07525066996
Charity/ Company No <small>(if applicable)</small>	
Does your group have its own bank account? No (Delete where applicable) <small>(This cannot be an individual's account.)</small>	
If 'No' to the above, give the name of the group or organisation, that has agreed to administer the money for you – please provide their full contact details.	Carnforth Community Primary School North Road Carnforth LA5 9LQ
What does your group/organisation do?	We are a new toddler group aiming to provide support and friendship for pre-school aged children and their parents/carers in Carnforth. We hope to involve local agencies to support and advise new parents, post-pandemic, in an informal setting.
What is the total cost of the project?	Total cost of project = £5,000
How much are you asking for?	Total amount requested = We will be grateful for any contribution you can offer.
Have you previously applied for a Community Benefit Fund Grant? (If yes, please provide dates and indicate whether the application was successful)	No



CARNFORTH TOWN COUNCIL COMMUNITY BENEFIT FUND APPLICATION FORM

<p>How do you know there is a need for this project? Describe the evidence you have and the source (e.g. survey, consultations, statistical data etc.)</p>	<p>Meeting with Carnforth ICC and the school's Early Help Partnership Officer there has been a need identified for groups to provide social and emotional support for families with pre-school aged children who have missed out on the provision during the pandemic and as an ongoing facility for parents/carers in Carnforth.</p>																										
<p>What will the grant be used for? (please provide an itemised breakdown of how the money will be spent on a separate sheet if necessary)</p>	<p>Itemised & detailed breakdown:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Activity / Service Description:</th> <th style="text-align: right;">Amount £:</th> </tr> </thead> <tbody> <tr> <td>Attractive child safe furniture for storage (TTS Educational Supplies)</td> <td style="text-align: right;">~£2339.80</td> </tr> <tr> <td>Sofa / Soft Adult Chairs (Dunelm Mill)</td> <td style="text-align: right;">~£498</td> </tr> <tr> <td>Banner</td> <td style="text-align: right;">£60</td> </tr> <tr> <td>Soft play equipment (TTS Educational Supplies)</td> <td style="text-align: right;">£339.95</td> </tr> <tr> <td>Rug for floor play (TTS Educational Supplies)</td> <td style="text-align: right;">£199.95</td> </tr> <tr> <td>Music Player (TTS Educational Supplies)</td> <td style="text-align: right;">£49.95</td> </tr> <tr> <td>Baby / Toddler Resources – Sensory play</td> <td style="text-align: right;">~£600</td> </tr> <tr> <td>Table and Chairs (TTS Educational Supplies)</td> <td style="text-align: right;">£424.95</td> </tr> <tr> <td>Adult Chairs (TTS Educational Supplies)</td> <td style="text-align: right;">£300</td> </tr> <tr> <td>Construction Toys</td> <td style="text-align: right;">£200</td> </tr> <tr> <td>Consumable Resources</td> <td style="text-align: right;">£300</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Activity / Service Description:	Amount £:	Attractive child safe furniture for storage (TTS Educational Supplies)	~£2339.80	Sofa / Soft Adult Chairs (Dunelm Mill)	~£498	Banner	£60	Soft play equipment (TTS Educational Supplies)	£339.95	Rug for floor play (TTS Educational Supplies)	£199.95	Music Player (TTS Educational Supplies)	£49.95	Baby / Toddler Resources – Sensory play	~£600	Table and Chairs (TTS Educational Supplies)	£424.95	Adult Chairs (TTS Educational Supplies)	£300	Construction Toys	£200	Consumable Resources	£300		
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<p>If you have applied for other grants for this work, tell us:</p> <ul style="list-style-type: none"> how much; where from; if the grant has been awarded 	<p>Other funds applied for/ secured (including amount):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Funding source</th> <th style="text-align: right;">Amount £</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>None</td> <td> </td> <td> </td> </tr> </tbody> </table>	Funding source	Amount £	Status	None																						
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<p>Tell us about your project</p> <ul style="list-style-type: none"> This should describe what you want to do with the money; Planned timescales and start date of project; Who the project will benefit and what age groups; How it will meet one or more priority outcomes; Location – where will your project be based 	<p>Carnforth Kiddiwinks is based within Carnforth Community Primary School and provides parents/carers with babies and toddlers a fun and creative space to socialise and nurture their children in a safe environment. Parents/carers can enjoy learning alongside their children and/or relax and enjoy refreshments while their children play.</p> <p>At present the room is unattractive and not fit for purpose due to open shelving, lack of storage and furniture which is not suitable for small children.</p> <p>The room once equipped will be multi-purpose and used by Carnforth Kiddiwinks, a before and after school club, parent courses, a nurture room and a community hub.</p>																										



CARNFORTH TOWN COUNCIL COMMUNITY BENEFIT FUND APPLICATION FORM

	<p>By purchasing these items, we can provide storage for the school items stored in the room, storage and access for our equipment and make the environment safe and child friendly. This will encourage parents/carers to attend giving them an enjoyable stress-free experience. The banner will be used to create awareness of the group to the wider community, so no one misses out.</p> <p>The group has recently been established and we are looking for grant funding ASAP in order to enhance the facilities.</p>
<p>Partnership working What other partners are involved in the project and what are their contributions (e.g. monetary or 'in kind'?)</p>	<p>Staffing – A volunteer governor & parent School Parents – Donations of toys Elderly Resident – Making soft furnishings Donations for refreshments Lancaster & Morecambe College – Parenting Courses -Free</p>
<p>Equality of access How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have full access to the activity/service?</p>	<p>Carnforth Kiddiwinks is a group available to any parents or carers with small children, not just parents connected to the school. Advertising is as wide as possible using posters, fliers, Facebook, Baby Maze, health professionals, other social media platforms and word of mouth.</p>
<p>Exit Strategy/ sustainability How will your project provide lasting benefit to the local area or group?</p> <p>If applicable how do you plan to sustain your project?</p>	<p>The group will run every week during term time, parents/carers can visit without having to book and there will be no charge so that it does not exclude any families. Families can enjoy the mental health benefits of having happy and motivated children and socialise with other parents/carers within the community.</p> <p>Use of the room for additional community activities will make the project sustainable.</p> <p>We are very happy to provide ongoing evidence of the development of the project and are very excited to develop this amenity for the wider population of Carnforth.</p>
<p>Monitoring & evaluation After the project is completed we will need you to complete an evaluation form which will request the following information:</p> <ul style="list-style-type: none"> • evidence of delivery of the work • numbers of people benefiting • assessment of impact • receipts where appropriate • photos where appropriate – visual evidence 	



CARNFORTH TOWN COUNCIL COMMUNITY BENEFIT FUND APPLICATION FORM

Signature of applicant	<i>L. P. Gee</i>
Town Councillor supporting your application (Emails confirming councillor support will be accepted)	
Name of Councillor: Jim Grisenthwaite	Ward: _____
Signature: _____	Date: _____