



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 5:30pm on Wednesday 9th March 2021

A G E N D A

- 22023. Apologies:** To receive apologies
- 22024. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22025. Urgent Business:** To consider any items of urgent business not on the agenda
- 22026. Minutes:** To consider Minutes of the meeting held on 9th February 2022
- 22027. Actions:** To consider actions and related updates and progress not otherwise covered on the agenda.
- 22028. Budget Monitoring and Bank Reconciliation:** To consider the following
- 1) Bank reconciliation as at 28th February 2022
 - 2) Summary report of transactions & net position as at 28th February 2022
- 22029. Payments List:** To consider payments list for authorisation (To follow)
- 22030. Community Benefit Fund:** To consider any applications received
- 22031. Governance matters:** To consider the following:
- 1) Purpose of working parties / 'task and finish' groups;
 - 2) Student Advisor protocol – update and next actions
 - 3) Arrangements for the annual review of Standing Orders; Financial Regulations and Risk Register
- 22032. 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)
- 22033. Staffing matters:** To consider staff appraisals and pay award 2021/22
- 22034. Items for next Agenda:** To consider any agenda items for next meeting
- 22035. Date & Time of next meeting:** To consider date and time of next meeting

Clerk and Proper Officer

02 March 2022

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 9th February 2022

Present: Councillors Grisenthwaite (Chair); Branyan; Gardner(Part) and Jones

In attendance: Bob Bailey, Clerk & Proper Officer

22012	Apologies: There were no apologies.
22013	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
22014	Urgent Business: The Proper Officer and Town Mayor reported on the considerations of the Property & Environmental Committee on the provision and savings arising from the consolidation of all energy, broadband and mobile phone costs with one of the current providers. After some comments and questions, it was then RESOLVED that the Finance & Governance Committee endorses the recommendation of the Property & Environmental Committee that all energy, broadband and mobile phone costs be consolidated with Utilities Warehouse Ltd..
22015	Minutes: It was RESOLVED that Minutes of the last meeting held on Monday 10th January 2021 be approved.
22016	Actions: The Proper Officer reported that action had been taken to amend payroll records and backdate payment following approval to create the post of Facilities Manager, although arrangements have not yet been made to have the post independently evaluated. The contract arrangements with Zoom Ltd have been amended and the precept for 2022/2023 has been formally requested from Lancaster City Council.
22017	Budget Monitoring & Bank Reconciliation: The Proper Officer presented the <i>Bank Reconciliation Report</i> . It was reported that payments to date total nearly £127k and that with income of nearly £159k and carry forward from the previous year of £65k, bank and petty cash balances as at 31 st January 2022 total just over £97k. After some comments the Chair signed the <i>Bank Reconciliation</i> . The Proper Officer then presented the <i>Summary Report of Receipts and Payments</i> as at the same date. Councillors noted income from the hire of Carnforth Civic and Crag Bank Village Halls and higher than expected income from VAT refunds arising from additional expenditure of vatable good and services during the year. £5,000 has been vired from the By-Election reserve to a Queen's Platinum Jubilee budget heading as approved and expenditure incurred (see payments list in the agenda). There were no additional matters of interest or concern that had not been previously reported. After some comments and questions, it was then RESOLVED that the bank reconciliation and summary financial position as at 31st January 2022 be noted

22018 **Payments List:** The Proper Officer presented the Payments List for orders and services received in the last month. This month includes payment for the inspection/service/replacement of fire prevention and safety equipment, removal and replacement of fencing and purchase of new equipment at Crag Bank Village Hall, as well as the annual subscription for the Scribe accountancy and booking system and initial expenditure on plans for the Queen's Platinum Jubilee.

There being no questions, it was **RESOLVED that the Town Council be RECOMMENDED to approve the payments list as presented.**

22019 **Community Benefit Fund:** Councillors considered two applications for community benefit funds, being:

- 1) Carnforth Cricket Club - £1,000 towards the cost of replacing cladding for the pavilion porch
- 2) Friends of Over Kellet School – £5,000 for picnic benches; raised flower beds and planting & refurbishment of decking area

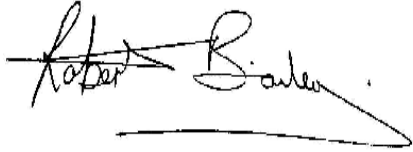
After some discussion it was RESLOVED that:

- 1) **That £1,000 be awarded to Carnforth Cricket Club subject to confirmation that they have not received any Community Benefit Funds in the last three years;**
- 2) **The application from Friends of Over Kellet School be declined on the basis that the school is not within the Carnforth Parish and that they be recommended to seek funding from Over Kellet and Nether Kellet Parish Councils who, like Carnforth Town Council, receive an annual payment for funding community projects.**
- 3) **That the guidance for the award of community funds be reviewed and that a permanent record of payments awarded be maintained so that previous awards can be taken into consideration when making a decision**

22020 **Honorary Aldermen:** The Town Mayor presented a verbal report on the legal requirements and protocol of the appointment of Honorary Aldermen in accordance with the Local Government Act 1972 and best practice. It was reported that Section 249 of the Local Government Act states that Council's may confer the title of Honorary Alderman *on '..any person who, in the opinion of the Council, has rendered eminent services to the Council as a past Member of the Council'*. The law states that such an appointment does not include past Mayors and it is normal practice for such a position to be conferred by principal authorities rather than smaller Town and Parish Council's. There followed a discussion on the merits of such an honorary position and it was then **RESOLVED that it be recommended that Carnforth Town Council does not incorporate the title of Honorary Aldermen.**

22021 **Items for next Agenda:** It was **RESOLVED** that at its next meeting the **Committee will review Standing Orders and Financial Regulations and the criteria and guidance for the award of community grants.**

22022 **Date of next meeting:** The next meeting of Finance & Governance Committee will be held on **Wednesday 9th March 2022 at 5:30pm.** The meeting closed at 6:10pm

A handwritten signature in black ink, appearing to read "Robert B. 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

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 01/03/2022		
	Cash in Hand 01/04/2021		64,886.10
	ADD		
	Receipts 01/04/2021 - 01/03/2022		162,994.63
			227,880.73
	SUBTRACT		
	Payments 01/04/2021 - 01/03/2022		147,169.80
A	Cash in Hand 01/03/2022 (per Cash Book)		80,710.93
	Cash in hand per Bank Statements		
	Petty Cash	01/03/2022	37.00
	Unity Trust - Current	01/03/2022	67,273.60
	Neighbourhood Plan	01/03/2022	1,429.15
	Unity Trust - Deposit	01/03/2022	9,265.04
	Barclays	01/03/2022	10,255.14
			88,259.93
	Less unrepresented payments		7,927.00
			80,332.93
	Plus unrepresented receipts		378.00
B	Adjusted Bank Balance		80,710.93
	A = B Checks out OK		

Carnforth Town Council

Summary of Receipts and Payments

1 March 2022 (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	156.08	-36.08	-36.08 (-30%)
47	Printing				1,000.00	243.16	756.84	756.84 (75%)
48	Stationery				100.00	108.43	-8.43	-8.43 (-8%)
85	Publications				50.00	74.54	-24.54	-24.54 (-49%)
SUB TOTAL			44.99	44.99	2,770.00	2,462.38	307.62	352.61 (12%)

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	358.41	241.59	241.59 (40%)
SUB TOTAL					600.00	358.41	241.59	241.59 (40%)

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	1,689.35	310.65	310.65 (15%)
90	Alexandra Park				100.00		100.00	100.00 (100%)
106	Assets		1,162.09	1,162.09	1,400.00	3,074.65	-1,674.65	-512.56 (-36%)
SUB TOTAL		500.00	1,662.09	1,162.09	3,500.00	4,764.00	-1,264.00	-101.91 (-2%)

Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Service Charge				216.00	162.98	53.02	53.02 (24%)
71	Bank Interest	20.00	0.63	-19.37				-19.37 (-96%)
SUB TOTAL		20.00	0.63	-19.37	216.00	162.98	53.02	33.65 (14%)

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					13,123.50	-13,123.50	-13,123.50 (N/A)

Carnforth Town Council

Summary of Receipts and Payments

1 March 2022 (2021-2022)

All Cost Centres and Codes

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL				3,000.00	16,171.14	-13,171.14	-13,171.14 (-439%)
Carnforth Civic Hall							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 CCH - Electricity				1,000.00	445.29	554.71	554.71 (55%)
2 CCH - Heating				1,500.00	1,952.83	-452.83	-452.83 (-30%)
3 CCH - Water rates				1,400.00	1,002.90	397.10	397.10 (28%)
4 CCH - Cleaning				1,400.00	998.49	401.51	401.51 (28%)
5 CCH - Repairs & Maintenance				2,000.00	3,109.49	-1,109.49	-1,109.49 (-55%)
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	12,657.54	7,657.54				7,657.54 (153%)
SUB TOTAL	5,650.00	12,657.54	7,007.54	9,550.00	9,428.86	121.14	7,128.68 (46%)
Civic Events							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32 Remembrance Day				1,000.00	1,028.92	-28.92	-28.92 (-2%)
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	1,328.92	521.08	521.08 (28%)
Community Benefit Fund							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74 Grants Paid					2,000.00	-2,000.00	-2,000.00 (N/A)
76 Grants Received		3,539.27	3,539.27				3,539.27 (N/A)
SUB TOTAL		3,539.27	3,539.27		2,000.00	-2,000.00	1,539.27 (N/A)
Community Resilience Fund							
	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86 Community Resilience Fund		1,467.71	1,467.71	2,000.00	115.29	1,884.71	3,352.42 (167%)
SUB TOTAL		1,467.71	1,467.71	2,000.00	115.29	1,884.71	3,352.42 (167%)

Carnforth Town Council

Summary of Receipts and Payments

1 March 2022 (2021-2022)

All Cost Centres and Codes

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					3,653.44	-3,653.44	-3,653.44 (N/A)
99	CBVH - Heating							(N/A)
100	CBVH - Water Rates					317.00	-317.00	-317.00 (N/A)
101	CBVH - Cleaning					989.75	-989.75	-989.75 (N/A)
102	CBVH - Repairs & Maintenance					1,994.55	-1,994.55	-1,994.55 (N/A)
103	CBVH - Waste & Recycling					541.22	-541.22	-541.22 (N/A)
104	CBVH - Hire		13,249.13	13,249.13		97.07	-97.07	13,152.06 (N/A)
111	CBVH - Grounds Maintenance					125.00	-125.00	-125.00 (N/A)
112	CBVH - NNDR					1,886.63	-1,886.63	-1,886.63 (N/A)
SUB TOTAL			13,249.13	13,249.13		9,604.66	-9,604.66	3,644.47 (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	185.07	-35.07	-35.07 (-23%)
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	217.47	632.53	632.53 (74%)

ICT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Broadband				600.00	735.39	-135.39	-135.39 (-22%)
37	Hardware				300.00	2,469.03	-2,169.03	-2,169.03 (-723%)
38	Domain & Web-hosting				500.00	435.85	64.15	64.15 (12%)
39	Software				1,000.00	1,544.93	-544.93	-544.93 (-54%)
SUB TOTAL					2,400.00	5,185.20	-2,785.20	-2,785.20 (-116%)

Newsletter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Printing				3,600.00	4,500.00	-900.00	-900.00 (-25%)

Carnforth Town Council

Summary of Receipts and Payments

1 March 2022 (2021-2022)

All Cost Centres and Codes

50	Distribution		1,800.00	2,100.00	-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	6,400.00	-1,000.00
				-1,000.00		-4,000.00 (-47%)

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	3,192.00	-3,092.00	-3,092.00 (-3092%)
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					192.40	-192.40	-192.40 (N/A)
113	Gas & Electrical Services					1,200.00	-1,200.00	-1,200.00 (N/A)
SUB TOTAL					1,645.00	5,704.40	-4,059.40	-4,059.40 (-246%)

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		5,000.00	5,000.00		1,353.83	-1,353.83	3,646.17 (N/A)
SUB TOTAL			5,000.00	5,000.00	1,000.00	6,679.24	-5,679.24	-679.24 (-67%)

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		5,000.00	(0%)

Carnforth Town Council

Summary of Receipts and Payments

1 March 2022 (2021-2022)

All Cost Centres and Codes

66 Neighbourhood Plan Developme	4,000.00	4,000.00	2,000.00	4,625.55	-2,625.55	1,374.45 (68%)
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	-1,000.00	-1,000.00	14,000.00	4,782.21	9,217.79	8,217.79 (58%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 Operations				17,232.00	17,028.80	203.20	203.20 (1%)
18 Administration				19,136.00	24,171.86	-5,035.86	-5,035.86 (-26%)
80 PAYE				6,500.00	12,755.60	-6,255.60	-6,255.60 (-96%)
SUB TOTAL				42,868.00	53,956.26	-11,088.26	-11,088.26 (-25%)

Subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44 NALC/LALC Subscriptions				800.00	50.00	750.00	750.00 (93%)
89 Rural Services Partnership				150.00	130.00	20.00	20.00 (13%)
93 SLCC Subscriptions				170.00	215.00	-45.00	-45.00 (-26%)
SUB TOTAL				1,120.00	395.00	725.00	725.00 (64%)

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	3,496.08	-496.08	-496.08 (-16%)
SUB TOTAL				3,000.00	3,496.08	-496.08	-496.08 (-16%)

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	203.50	-103.50	-103.50 (-103%)
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

1 March 2022 (2021-2022)

SUB TOTAL		550.00	579.00	-29.00	-29.00 (-5%)
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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	11,430.93	5,430.93				5,430.93 (90%)
SUB TOTAL	6,000.00	11,430.93	5,430.93				5,430.93 (90%)

War Memorial Gardens

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 WMG - Electricity				450.00	252.02	197.98	197.98 (44%)
62 WMG - Cleaning				1,800.00	1,350.00	450.00	450.00 (25%)
SUB TOTAL				2,250.00	1,602.02	647.98	647.98 (28%)

Summary

NET TOTAL	100,769.00	162,911.53	62,142.53	98,669.00	135,448.50	-36,779.50	25,363.03 (12%)
V.A.T.		83.10			11,721.30		
GROSS TOTAL		162,994.63			147,169.80		