



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend the meeting of Carnforth Town Council to be held at
Carnforth Council Offices on Wednesday 16th March 2022 commencing at 6:30pm.**

Press and public are welcome to attend.

If electors have any comments or questions on an agenda item and/or wish to speak in the public participation part of the meeting, they are encouraged to write to the Clerk & Proper Officer at clerk@carnforthtowncouncil.org by 10:00am on the morning of the meeting

A G E N D A

22029. Apologies: To receive apologies

22030. Declarations of Interest: To receive Declarations of Interest and Dispensations on items on the Agenda

22031. Urgent Business: To receive matters of urgent business not on the agenda

22032. Minutes: NOTE: There was no formal business at the Carnforth Town Council meeting on Wednesday 16th February 2022 as it was inquorate.

22033. Public participation & information only updates: To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)

1. Public discussion;
2. Town Mayor and Members updates and information only reports
3. Reports of Ward and County Councillors
4. Reports from outside bodies

22034. Planning Applications & Temporary Road Closures: To consider planning applications and temporary road closures set out below. Planning applications can be viewed online at <https://www.lancaster.gov.uk/planning/view-applications-and-decisions>

Application No:	Description
22/00157/FUL	Erection of 1 st floor extension – 166 Lancaster Road, Carnforth LA5 9EF Recommendation: Support in Principle
22/0048/TCA	Fell 2 x pine trees – Carnforth Station Gateway, Carnforth Railway Station, Warton Road, Carnforth Recommendation: Support in Principle



Carnforth Town Council

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Application No:	Description
22/00195/FUL	Demolition of existing garage & erection of a single storey chalet for use as a holiday let in association with 118 North Road Carnforth LA5 9LU Comment: Not previously considered

- 22035. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 22036. Property & Environment Committee:** To consider reports of Committee of meeting held on Monday 7th February and Tuesday 1st March 2022
- 22037. Town Development & Planning Committee:** To consider reports of Committee meeting held on Monday 7th February and Monday 7th March (See Agenda Pack)
- 22038. Finance & Governance Committee:** To consider reports of Committee meetings held on Wednesday 9th February and Wednesday 9th March 2022 (See Agenda Pack)
- 22039. Great British Railways Headquarters:** To consider outcome of a meeting with Lancaster City Council and consultants to develop and submit an expression of interest for Carnforth to become the first headquarters of Great British Railways
- 22040. Electric Car Share Scheme:** To consider the outcome of a meeting with Lancaster City Council and consultants to extend the electric car club scheme in Carnforth
- 22041. Correspondence:** To consider correspondence received since the last meeting
- 22042. Items for next Agenda:** To consider agenda items for the next Town Council meeting:
- 22043. Date & Time of next meeting:** 20th April 2022 commencing at 6:30pm

Clerk & Proper Officer

11 March 2022

Tel: 07845256006 Email: clerk@carnforthtowncouncil.org/FUL



Carnforth Town Council

Minutes of meeting held on 16th February 2022 at 6:30pm at Carnforth Council Offices

Present: Councillors Branyan (Town Mayor); Gardner; Grisenthwaite; Jones; Parker; Stretch; Watkins

In attendance: Bob Bailey, Proper Officer and one member of the public

22015 Apologies: Apologies were received from Councillors Bromilow, Smith and Watson.

Standing Orders relating to the conduct of council business: The Town Mayor advised that in order to conduct business a minimum of eight Councillors needed to be in attendance in line with Standing Orders. As this number had not been achieved the Town Mayor declared that the meeting was not quorate and that business on the agenda would be adjourned to another meeting.

Councillors agreed to share 'information only' updates on a range of matters including the actions carried out and planned by the Council's three Committees within their terms of reference.

The Clerk & Proper Officer presented an up-to-date *Draft Payment List* and Councillors were asked to consider the recommendations of the Finance & Governance Committee in relation to two community benefit fund applications.

Given the urgency for payments to be made, including the award of £1,000 from the community benefit fund to Carnforth Cricket Club as recommended by the Finance & Governance Committee, authorisation was delegated to the Town Mayor and Chair of Finance and Governance Committee in line with the Town Council's adopted Scheme of Delegation.

Protocol for recording apologies: The Clerk & Proper Officer referred to a protocol for recording apologies and these being considered by full Council for acceptance to determine whether the 'six month clock' should commence.

The meeting was then closed

Date and time of next meeting: The next meeting of the 'ordinary' Town Council will be on **Wednesday 16th March 2022 commencing at 6:30pm.**

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

Clerk to the Council Date: 23rd February 2022

Chair:

Date:



Carnforth Town Council

Planning Application Comments & Decisions

March 2022 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
19/00541/OUT: Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth	Support the planning application in principle – Comments posted following consultation with the local community	Awaiting Decision
21/00383/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Application Refused
21/00899/HYB: Hybrid application comprising a full application for the erection of 81 dwellings with associated infrastructure and an outline application for the erection of up to 114 dwellings, including public open space provision & associated infrastructure – Land between Brewers Barn and the A601(M), North Road, Carnforth LA5 9LJ	Object to the planning application	Awaiting Decision
21/01113/FUL: Demolition of existing buildings and proposed construction of major mixed leisure development in association with Eden Project, outdoor area (including live music performances), public realm, landscaping works, cycle parking, detached shelter and energy pods and associated infrastructure and engineering operations – Central Promenade Regeneration Site, Marine Road Central, Morecambe	Support in principle	Awaiting Decision
21/01452/FUL: Removal of external walls and windows to side elevation to create covered external area, installation of windows & doors, installation of cladding to front, rear and side elevations, to facilitate use of rear unit as a café/restaurant, erection of a bin store & installation of package treatment plant – Lake Coast & Dale Leisure, Scotland Road, Carnforth LA5 9RF	Support in principle - comments on mitigating impact on local air quality and opportunities to improve bio-diversity through tree planting	Application Permitted

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Monday 1st March 2022 at 5:30pm

Present: Councillors Bromilow (Chair); Branyan and Parker

In attendance: Bob Bailey, Clerk and Proper Officer and Rik Marsden, Facilities Manager

22019 Apologies: There were no apologies,

22020 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

22021 Urgent Business: There were no matters of urgent business not covered on the meeting agenda.

22022 Minutes: The Clerk & Proper Officer provided a short update on actions agreed at the last meeting and it was **RESOLVED** that the Minutes of the meeting held on Tuesday 7th February be approved

22023 Environment & Public Realm: The Outdoor Maintenance Officer has commenced work on installing a bench on Scotland Road near the Aldi store. There being no further updates it was **RESOLVED that the action being implemented be noted.**

22024 Energy, Broadband & mobile phone costs: The Proper Officer reported that following the Council's decision in February to transfer energy, broadband and mobile phone provision for all Council property to Utilities Warehouse good progress has been made with the full transfer expected to be completed by mid-March resulting in improved efficiencies and savings.

After some comments, it was RESOLVED that the update on the switch to Utilities Warehouse Ltd for the provision of gas and electricity, broadband and mobile phone.

22025 Crag Bank Village Hall: The following matters were considered:

1) **Property updates, issues and maintenance programme:** Arrangements are being made to replace the hot water geyser as approved at the last meeting.

There was a discussion about a recent booking that resulted in partial damage to fixtures and some uncleanliness inside the building, broken bottles outside the building and some complaints about the behaviour of attendees at the event. The Proper Officer reported that he had posted a personal apology on the Council's Facebook page and had contacted the hirer about their responsibilities in line with the terms and reference for use of the building and the risks that the broken glass had created for other users. They have been advised that the Council reserves the right to charge them for any costs incurred.

There followed a discussion about the use of the building for the event in question and whether, on the rare occasions, that the building is used for such purposes a deposit should be required to be refunded upon the building being left in a reasonable state.

ACTION: Proper Officer to pursue any costs incurred with the hirer and presents for consideration an amendment to the existing term and conditions for a refundable deposit to be requested for one-off bookings where appropriate.

The Proper Officer also reported that he had received recent comments about users seemingly not taking advantage of the available car park and parking on Jesson Way, in one instance it was reported that an emergency vehicle had difficulty getting past parked vehicles. The Proper Officer reported that he had contacted all Users asking them to use the car park. Separately, a resident has written commenting that the current signage does not help to encourage users to park their vehicles and suggesting that work needs to be done to improve the state of the perimeter wall.

ACTION: Suggestions for alternative signage at the car park be sought and the perimeter wall assessed.

No further progress has been made to establish a planned maintenance programme at the Village Hall. Plans are being made to improve storage arrangements which will ensure that hirers have sufficient equipment that can be accessed more easily and that there is a permanent lockable container for the storage of cleaning equipment and materials. **ACTION: Proper Officer authorised to order 10 x 6ft tables and a lockable cleaning container.**

The hall is to be closed over two weekends (dates to be agreed) to complete the painting of the entrance hall.

- 2) **Operational Matters:** Bookings continue to do well with the hall now being used for a range of activities. The redesignation of an existing post to Facilities Manager will help with the smooth running and efficiency of the building.

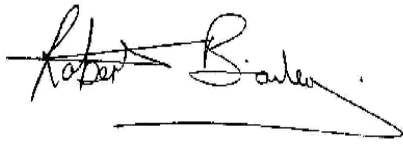
It was then **RESOLVED that the updates be noted and any actions implemented with progress and any issues reported back to the Committee in due course.**

22026 Civic Hall: It was reported that a group making a recent weekend booking had not turned up meaning that heating and lighting in the hall had been turned on unnecessarily. As the hirer had not advised the Council in good time they will still be charged for this booking. Whilst bookings are beginning to pick up, there remains capacity at the Civic Hall, especially during the day. **ACTION: 'A' boards to be placed outside the Civic Hall containing posters promoting Council venues**

The Facilities Manager will plan time in the coming weeks to paint the front doors.

It was then **RESOLVED that the update be noted.**

22027 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 5th April 2022 at 5:30pm.** The meeting closed at 6:10pm

A handwritten signature in black ink, appearing to read "Robert B. Baker". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Clerk and Proper Officer

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 7th March 2022 at 5:00pm

Present: Councillors Watkins (Chair); Parker and Stretch

In attendance: Bob Bailey, Clerk & Proper Officer

22020 **Apologies:** Apologies were received from Councillors Branyan and Smith

22021 **Declaration on interests and dispensations:** There were no declarations of interest on matters on the agenda.

22022 **Urgent Business:** Councillor Watkins referred to the Lancaster Civic Society's petition which is part of their campaign to submit an expression of interest for Carnforth to become the first headquarters of Great British Railways. Councillors agreed that Carnforth meets the specified criteria and would provide an outstanding location for the headquarters, due to its rail heritage and connectivity and opportunities as part of the Government's levelling up agenda. The Proper Officer reported that he had promoted this campaign on the Town Council's website and social media once he had seen details of the proposal on Twitter. Lancaster City Council's formal position in relation to this bid was unknown at the time of the meeting. **ACTION: Proper Officer to seek Councillors opinions with a view to submitting the Town Council's support, individually and collectively, by the deadline of 16th March 2022. (Note: On 8th March the Town Council was formally asked to contribute to Lancaster City Council's expression of interest in support of Carnforth's bid and a remote meeting subsequently arranged)**

Councillor Parker reported that Monday 14th March is Commonwealth Day and proposed that Carnforth Town Council celebrates this event in the War Memorial Gardens at 11am with the Town Crier giving the commonwealth affirmation, followed by a short service and refreshments at the Royal Station Hotel. It was then **RESOLVED that Carnforth Town Council supports Commonwealth Day and promotes the proposed event on social media and the Council's website.**

The Proper Officer reported that Lancaster City Council are seeking to extend their electric car share club into Carnforth as part of the work to reduce carbon emissions in the Lancaster District. The scheme aims to make it more accessible for people to hire a car when they need it rather than to own one. After some comments, it was **RESOLVED that a remote meeting be set up with officers from Lancaster City Council to discuss the scheme in more detail.**

22023 **Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 7th February 2022 be approved.** . .

22024 Planning Applications: There were no planning application(s) for consideration

Application No:	Description
22/00157/FUL	Erection of 1 st floor extension – 166 Lancaster Road, Carnforth LA5 9EF Recommendation: Support in principle
22/0048/TCA	Fell 2 x pine trees – Carnforth Station Gateway, Carnforth Railway Station, Warton Road, Carnforth Recommendation: Support in principle

Councillors commented on each planning application, it was then **RESOLVED that the Town Council considers the recommendation(s) and comments of the Committee set out above and determines action(s) to be taken.**

22025 Actions: The Proper Officer and Councillors provided an update on actions assigned to this Committee, not covered on the agenda. Each action was considered in turn and progress noted and any remedial action agreed.

It was noted that outstanding actions were either on hold or covered by the meeting agenda with the exception of a question raised at the recent meeting with Keerford View Residents regarding a report on progress on the Lune Valley Boardwalk project which, it is understood, is the responsibility of the Lunes Rivers Trust. **ACTION: Proper Officer to contact Lune Rivers Trust for an update on the project.**

22026 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

1) Carnforth Big Weekend / Queen’s Platinum Jubilee update: The Proper Officer and Councillor Watkins provided an update on the developing plans. Councillors congratulated the Proper Officer on securing £8,700 from the National Lottery fund being the estimated costs for events over the four days. It was reported that this had been possible following the decision to incorporate ‘*The Big Jubilee Lunch*’ into the Council’s plans.

Following a positive meetings with Carnforth High School and local primary schools progress is now being made on the arrangements for the Beacon Lighting and the School Sports and Fun Day. Progress is also now being made on securing vendors and entertainers.

The Proper Officer has completed and previously circulated to all Councillors separate applications for Temporary Road closures - including a map of the planned traffic management arrangements - on Saturday 4th June (Royalty Day/Big Lunch) and Sunday 5th June (Service and Parade).

Alongside this the Proper Officer has also put together and circulated a detailed Event Safety Management Plan, including a risk assessment, for each day.

This essential document will be presented by the Proper Officer and Councillor Watkins to the multi-agency Event Safety Advisory Group (ESAG) who next meet in April. Councillors were advised that ESAG will provide support and advice so that the events can go ahead safely but that it would be the Council's responsibility to ensure that the agreed plans are made known to all volunteers, Councillors and staff and are followed. It was also noted that risk assessments will need to be completed for the Beacon lighting (Thursday 2nd June) and the School Sports and Fun Day (Friday 3rd June). **ACTION: Proper Officer to produce risk assessments for consideration and approval.**

After some discussion, it was **RESOLVED that the update be noted and that Temporary Road Closures and Event Safety Management Plans be endorsed by Carnforth Town Council.**

- 2) **Highways & Footpaths:** It was reported that the *Issues Log* has been updated following the walkabout undertaken by Councillors Parker and Stretch. Along with some issues raised by the residents at Keerford View there are some 48 highways related matters recorded. The Proper Officer requested that these be prioritised so that a coordinated approach to tackling these matters can be undertaken by the Town Council and/or the principal authorities. During the subsequent discussion it was noted that there are several 'common themes'. **ACTION: Proper Officer and Councillor Smith (Committee Chair) to review the *Issue Log* to identify key and common areas of work that c/should be taken forward in the immediate term.**

The Proper Officer submitted a proposal, previously agreed by the Committee, to Lancashire County Council setting out suggested improvements to Footpath 25 – Hodgson's Bridge to Footpath 5 adjacent to the M6 Kellet Road Bridge. A response has recently been received from the Public Rights of Way Manager with information and advice. **ACTION: Proper Officer to circulate County Council's advice for consideration and comment.**

No further action has been taken on the proposed areas for tree planting but as previously reported details of the *Queen's Green Canopy*, a tree planting initiative to mark the Queen's Platinum Jubilee, and suggested locations will be set out in the next edition of the *Carnforth Express* for public consultation and comment.

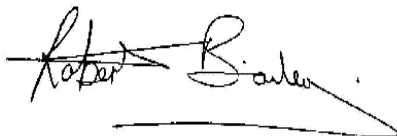
- 3) **Air Quality Matters:** Councillor Watkins reported on a remote meeting held with representatives from the principal authorities to discuss a range of matters relating to the Air Quality Improvement Plans for the town and the Air Quality Action Plan - Cycling and Walking. As previously reported action agreed in 2019 had not been taken forward due to the coronavirus pandemic and a change of officers over that period of time and the meeting was an opportunity to revisit these; take account of changes in the interim period - including relevant links to the developing Carnforth Neighbourhood Plan - and agree a way forward.

It was reported that air quality in the town remains within allowable limits but could be improved. It was agreed that, at a time to be determined, a road traffic survey would be undertaken and reported back.

It was then **RESOLVED that the updates and remedial actions be noted and progress reported at the next Committee meeting.**

22027 **Carnforth Neighbourhood Plan (CNP):** The Proper Officer reported that the Statutory Regulation 16 consultation has been widely promoted on the City Council and Town Council websites and social media. In addition, Lancaster City Council have also consulted with statutory consultees. The six-week consultation ends on Friday 18th March after which all responses will be collated by Lancaster City Council and, together with the Town Council, a planning inspector appointed. It was then **RESOLVED that the Proper Officer provides a further update and report following the Regulation 16 consultation.**

22028 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 4th April 2022.** The meeting closed at 6:00pm



Clerk & Proper Officer to the Council

FINANCE & GOVERNANCE COMMITTEE

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

Present: Councillors Grisenthwaite (Chair); Branyan and Jones

In attendance: Bob Bailey, Clerk & Proper Officer

22023	Apologies: Apologies were received from Councillor Gardner
22024	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
22025	<p>Urgent Business: The following matters of urgent business were discussed:</p> <ol style="list-style-type: none">1) National Lottery Funding: The Proper Officer reported on the successful application to the National Lottery Community Fund for the Town Councils plans to celebrate our local community and the Queen's Platinum Jubilee over the period 2nd June – 5th June 2022. The Proper Officer was pleased to report that the full budget for that weekend (£8,700) had been awarded. A press release and posts on the Council's website and social media regarding this award have been well received by the local community. Councillors congratulated the Proper Officer, acting on the Council's behalf, on securing the funds and there followed a general discussion about ways in which the Council's previously approved and allocated budgets for these events could now be best put to an alternative use. It was then RESOLVED that Councillors and committees be asked to give consideration to creating a 'lasting legacy', in the Queen's name, that would benefit our community in the long term.2) Councillor Vacancy: It was reported that due to unexpected work commitments Councillor Ian Betley has tendered his resignation from the Council. There was a short discussion about the process for electing or co-opting a new Councillor given that there will be local elections in the first half of 2023. ACTION: Proper Officer to seek advice from Lancaster City Council – Democratic & Elections Services
22026	Minutes: It was RESOLVED that Minutes of the last meeting held on Monday 9th February 2022 be approved.
22027	<p>Actions: The Proper Officer reported that action had been taken to consolidate all energy, broadband and mobile phone costs with one provider and that the transfer will be completed after the current contracts end on 24th March.</p> <p>Action has also been undertaken to notify community benefit fund applicants of the Council's decision but work has yet to be done on revising the award criteria and creating a permanent record of applications and decisions made. It was then RESOLVED that the updates and remedial actions be noted and progress reported at the next Committee meeting.</p>

22028 Budget Monitoring & Bank Reconciliation: The Proper Officer presented the *Bank Reconciliation Report*. It was reported that payments to date total just over £147k and that annual precept and receipts amount to nearly £163k. It was reported that this represents net income and balances carried forward as at 28th February 2022 of just under £81k represented by cash in hand and in the Council's bank accounts. The Chair of Finance checked balances against the bank statements and signed the *Bank Reconciliation Statement*.

The Proper Officer then presented the *Summary Report of Receipts and Payments* as at the same date. Councillors noted income from the hire of Carnforth Civic and Crag Bank Village Halls and the Proper Officer reported that bookings at both venues are now at, or in excess of, those before the coronavirus pandemic with income at both venues being around £13k, despite neither being open for the full year. It was reported that there remains capacity for daytime and weekend bookings at Carnforth Civic Hall, in particular, but the lack of parking at this venue remains an issue for hirers.

The Committee were asked to note that as previously approved and reported £5,000 had been vired from the By-Election reserve to a Queen's Platinum Jubilee budget heading and that with the subsequent award of £8,700 from the National Lottery this will need review..

After some comments and questions, it was **RESOLVED that the bank reconciliation and summary financial position as at 28th February 2022 be noted and that, once received, the funding from the National Lottery be the total budget available for the Carnforth Big Weekend / Queen's Platinum Jubilee.**

22029 Payments List: The Proper Officer presented the Payments List for orders and services received in the last month, awaiting authorisation. It was reported that payments include the cost of a gas beacon for the Queen's Jubilee and memorabilia to be presented to pupils at the local primary schools. Signs designed by local pupils and installed at play areas are also due for payment as well as backdated pay following the Local Government Services Pay Agreement for 2021/2022 (Agenda Item 22033 also refers).

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

22030 Community Benefit Fund: Councillors considered an application for community benefit funds from Carnforth Rangers Juniors towards the cost of their project for the purchase of new goals and the installation of storage, fencing and gates. It was noted that the Football Club previously received some funding in January 2020. After some discussion it was **RESLOVED that Carnforth Town Council be recommended to support the application subject to confirmation of the specific purpose of the funds and the manner in which the Community Benefit Fund would be acknowledged as part of the wider project.**

22031 Governance matters: The following matters were considered:

- 1) Working Parties/Task & Finish Groups:** Councillors considered a draft protocol setting out a framework for the appointment of working parties and task and finish groups to help the Council's to discharge its functions.

It was reported that the appointment of working parties and its membership is set out in the Local Government Act 1972 and noted that the Council has already successfully taken advantage of people's specialist knowledge, skills and enthusiasm to develop the Carnforth Neighbourhood Plan and in delivering last year's Street Festival. It was also acknowledged that with more complex and specialist matters being dealt with by Parish and Town Council's these days, working parties can be an efficient and effective way to proceed with Council business.

Following questions raised by a Councillor, however, it is accepted that it is important to set out the objectives and responsibilities of Working Parties and to make it clear that they have no formal powers. After some general comments, it was **RESOLVED that Carnforth Town Council be recommended to adopt the 'Protocol for the appointment of Working Parties' as drafted and that in future Working Parties be provided with terms of reference to work from.**

- 2) Student Advisor Protocol:** The Proper Officer reported that following Carnforth Town Council's approval to take forward the framework set out in the Student Advisor Protocol he has now discussed it with the Head of Carnforth High School who fully supports the idea as '*...an excellent opportunity to engage proactively with young people in the democratic process and influence decision-making*'. **ACTION: Proper Officer to continue to liaise with the Head of Carnforth High School on the selection of Student Advisors to Carnforth Town Council.**

- 3) Review of Standing Orders & Financial Regulations:** Councillors acknowledged that the annual review of the Council's Standing Orders, Financial Regulations and risk assessment needs to be carried out and document submitted for approval at the Annual Town Council meeting in May. **ACTION: Councillors Jones, Gardner and Grisenthwaite and the Proper Officer to form a working party to review the Council's Standing Orders, Financial Regulations and Risk Management arrangements for consideration by Full Council in May.**

22032 Exclusion of Press & Public: In accordance with Paragraph 3 of Schedule 12A of the Local Government Act 1972 it was **RESOLVED that the press and public be excluded from the meeting in relation to matters to be considered at Agenda item 22033 as this refers to staff performance and pay.**

22033 Staffing matters: The Chair and Councillor Jones reported on the recent annual appraisal of the Proper Officer including his performance against objectives set for 2021/2022; planned objectives for 2022/2023 and any personal development or operational matters.

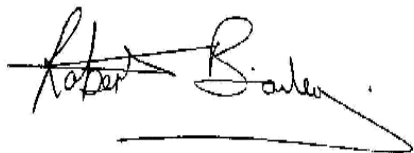
After some comments it was **RESOLVED that the Clerk and Proper Officers annual appraisal, objectives and actions be noted and that he plans the appraisals of all Council staff by the end of May.**

The Proper Officer reported that the National Joint Council (NJC) for local government services had reached agreement with the Unions on the rates of pay applicable from 1st April 2021 with allowances being uprated by 1.75%. It was then **RESOLVED that the revised rates of pay for the Clerk & Proper Officer and Administrative Officer be noted and backdated to the 1st April 2021 and date of appointment respectively.**

22034 Items for next Agenda: It was **RESOLVED that at its next meeting the Committee will consider:**

- 1) **the first draft of the end of year financial report and new budgets for 2022/23;**
- 2) **any updates on actions and the review of Standing Orders and Financial Regulations and Council Risk Assessment;**
- 3) **criteria and guidance for the award of community benefit fund grants.**

22035 Date of next meeting: The next meeting of Finance & Governance Committee will be held on **Wednesday 13th April 2022 at 5:30pm.** The meeting closed at 6:25pm



Clerk to the Council



Carnforth Town Council

Protocol for the appointment of Working Parties

1 Introduction

- 1.1 This protocol for a Working Party or 'Task and Finish' group has been prepared in response to the changing nature of parish councils since the Localism Act in 2011.
- 1.2 Carnforth Town Council is a busy and active Council. Functions that, in the past, have been easily dealt with as part and parcel of the day to day business of the Town Council are now more complex and a working party is an efficient way to proceed with Council business.
- 1.3 Work that has so far benefitted from a working party include the Carnforth Neighbourhood plan, Street Festival and the annual Remembrance Day Service and Parade. There may be other areas that would benefit from this approach such as traffic consultation or planning liaison.
- 1.4 The following is a framework for the function of Working Parties.

2 Membership

- 2.1 The Council may appoint working parties (pursuant to s.102(4) of the Local Government Act 1972) for any matter relating to the discharge of its functions.
- 2.2 The number of Councillors on a Working Party will be determined at the time of the Working Party appointment.
- 2.3 Any Councillor can attend working party meetings whether appointed to it or not.
- 2.4 s.102(3) of the 1972 Act provides that a local council can appoint persons who are not its elected Councillors. Typically 'non-Councillor' members of the Working Party offer specialist knowledge, expertise or enthusiasm or represent sections of the local community that are relevant to the area of work being discharged.
- 2.5 A leader will be appointed for the working party who will be the main point of contact for Council staff, Council members and members of the public.

3 Powers

- 3.1 The Working Party has no spending powers.
- 3.2 Full Council will set clear terms of reference for the Working party including its objectives, scope and expected outcome.



4 Responsibilities and areas of operation

- 4.1 Working parties are not a public meeting so do not have to be advertised.
- 4.2 Working parties look at specific areas or problems which may be identified in the areas of operation when the working party is set up.
- 4.3 Working parties report monthly to a designated Committee / the Town Council for a resolution on any important decisions recommended; and for a resolution to spend money on particular item(s).

Bibliography

NALC Legal Topic Note 7 Oct 2013 Non-Councillor Members of Committees

NALC Legal Topic Note 1 August 2014 Councils Powers to discharge their functions



Carnforth Town Council

Correspondence – March 2022 meeting



Date	Sender	Topic
14/02/2022	Councillor Grisenthwaite	Carnforth Swimming Pool
21/02/2022	Carnforth Chamber of Trade	Minutes of February meeting
21/02/2022	Carnforth Cricket Club	Community Benefit Fund letter of thanks
22/02/2022	Lancaster Civic Society	Press Release - Vote to make Carnforth the first National Head Quarters of Great British Railways
23/02/2022	Proper Officer	Note that February meeting of the Town Council meeting was not quorate
24/02/2022	Proper Officer	Queen's Platinum Jubilee parade & service road closure and Event Safety Plan - Sunday 5th June 2022
25/02/2022	Proper Officer	Notice of application being made to the National Lottery Community Fund re the Carnforth Big Weekend
25/02/2022	Proper Officer	Property & Environment Committee Agenda Pack
25/02/2022	Carnforth Free Methodist	Reminder re opening of new Community Centre
28/02/2022	Lancaster City Council	Planning application: 22/00157/FUL
02/03/2022	Proper Officer	Town Development & Planning Committee agenda pack
02/03/2022	Lancaster City Council	Planning Application: 22/0048/TCA
02/03/2022	Community Connectors	Bringing our Community Together to Support Ukraine, Thursday 3rd Mar 2022, 7pm
02/03/2022	Proper Officer	New broadband at Council Offices
02/03/2022	Proper Officer	Parliamentary Petition for Carnforth to be HQ for Great British Railways
02/03/2022	National Highways	M6 J34 Southbound Surfacing Scheme
03/02/2022	Proper Officer	Request for a temporary road closure & Event Safety Management Plan – Carnforth Big Weekend



Carnforth Town Council

Correspondence – March 2022 meeting



Date	Sender	Topic
03/02/2022	Proper Officer	Finance & Governance Committee Agenda Pack
04/02/2022	Proper Officer	F&G Committee - additional papers
04/02/2022	Proper Officer	Press Release: Carnforth Town Council celebrates after receiving £8,700 in National Lottery funding
06/02/2022	Proper Officer	Carnforth Express - Request for articles.
06/02/2022	Proper Officer	Planning Applications: 22/00195/FUL
08/02/2022	Proper Officer	Commonwealth Day 2022
08/02/2022	1 st Carnforth Scouts	Invitation to Squirrel Investment Ceremony
08/02/2022	County Councillor Williamson	Newsletter
08/02/2022	Connecting Communities	Peace Vigil for Ukraine Thursday 10th March 6:30-7pm, Dalton Square, Lancaster
08/02/2022	Lancaster City Council	Great British Rail Expression of Interest
10/02/2022	Proper Officer	Vandalism at Carnforth Council Offices