



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 15th June 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

AGENDA

22076. Apologies: To receive apologies

22077. Declarations of Interest: To receive Declarations of Interest and Dispensations on items on the Agenda

22078. Urgent Business: To receive matters of urgent business not on the agenda

22079. Minutes: To consider and approve Minutes of meeting held on 18th May 2022

22080. 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: Resident wishes to discuss the planning process (details to follow)
2. Town Mayor and Members updates and information only reports
3. Reports of Ward and County Councillors
4. Reports from outside bodies

22081. 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
22/00459/FUL	Demolition of existing single storey garage, erection of a part two, part three storey side extension, construction of lower ground floor terrace, installation of replacement package treatment plant – Elpha House, Netherbreck. Carnforth Recommendation: Support in principle
22/00648/PAM (as amended)	Prior approval for the installation of a replacement 15m monopole telecommunications mast with antenna and ancillary ground level equipment – Vodafone CS36394, Hodgson's Croft Farm, North Road, Carnforth Recommendation: Support in principle



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Application No:	Description
22/0710/FUL	Demolition of side utility room and erection of two-storey side extension – 13 Langdale Road Carnforth, LA5 9AU

- 22082. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 22083. Carnforth Big Jubilee Weekend:** To consider the Carnforth Big Jubilee Weekend and arrangements to consider 'lessons learned'
- 22084. Town Development & Planning Committee:** To consider report of Committee meeting held on Monday 6th June 2022 (See Agenda Pack)
- 22085. Property & Environment Committee:** To consider report of Committee meeting held on Tuesday 7th June 2022 (See Agenda Pack)
- 22086. Finance & Governance Committee:** To consider report of Committee meetings held on Wednesday 8th June 2022 (See Agenda Pack)
- 22087. Correspondence:** To consider correspondence received since the last meeting (to follow)
- 22088. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 22089. Exclusion of Press and Public:** To consider passing a resolution that in accordance with Section 100(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items on business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.
- 22090. Carnforth Station Clock and Access for all Project:** To consider information on the reinstatement of the Whitchurch Clock and an Access for All project at Carnforth Station.
- 22091. Carnforth Allotments:** To consider an update on matters relating to the Carnforth Allotments
- 22092. Date of next meeting:** Wednesday 20th July

Clerk & Proper Officer

10 June 2022

Tel: 07828254149 Email: clerk@carnforhtowncouncil.org/FUL



Carnforth Town Council

Minutes of meeting held on 18th May 2022 at 7:45pm at Carnforth Civic Hall

Present: Councillors Smith (Town Mayor); Branyan; Bromilow; Gardner; Grisenthwaite; Jones; Parker (part); Turner, Watkins and Watson
County Councillor Williamson.

In attendance: Bob Bailey, Proper Officer

22061 Apologies: Apologies were received from Councillor Stretch and Ward Councillors Guilding and Yates.

22062 Declaration on interests and dispensations: There were no declarations of interest or requests for dispensation relating to matters on the Agenda.

22063 Urgent Business: The following matters of urgent business were considered:

1) Insurance: The Proper Officer reported that the Council's insurance is due for renewal on 1st June 2022. The information relating to the Insurance policy had been updated in 2021 shortly after Carnforth Town Council took over the safeguarding and management of Crag Bank Village Hall. The Proper Officer had reviewed the policy for the period 1st June 2022 to 31st May 2023 and advised that the proposed cover meets the Council's demands and needs for the coming year.

Councillors attention was drawn to the fact that the insurance company have offered longer term cover for either three or five years at a reduced annual cost

After some comments it was **RESOLVED that the insurance policy and supporting documents be endorsed and that the Town Council enters into a five year insurance cover arrangement with Zurich Municipal Ltd and payment authorised.**

2) Allotments: There was a short discussion on a request by Carnforth Allotments Association that Carnforth Town Council intervenes to seek resolution on matters raised and to provide administrative support. **ACTION: Councillors to discuss the issues raised with the Carnforth Allotments Association and report back to a future meeting of the Town Council**

3) Defibrillators: The Proper Officer reported that he had been contacted by North West Ambulance Service about the responsibility of ongoing maintenance of defibrillators at both Crag Bank and Gummers Howe. **ACTION: Property & Environment Committee to be tasked with undertaking and 'audit' of defibrillators within the Carnforth boundary and to establish appointed 'guardians' for each unit**

4) Friends of Crag Bank Play Area: Councillor Watson reported that after the successful completion of the Crag Bank Play area, the Friends committee have now turned their attention to establishing a bike track subject to suitable land being identified.



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ACTION: Councillor Watson to advise the Town Council on progress as necessary

- 5) **War Memorial:** Councillor Parker advised that 2023 is the 100th anniversary of the War Memorial being established in the Town. **ACTION: Town Development & Planning Committee to consider arrangements to mark this special occasion**

22064 Minutes: It was **RESOLVED** that **Minutes of the meeting held on Wednesday 20th April be approved.**

22065 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** No members of the public were present at the meeting.
- 2) **Councillor updates / matters:** The Town Mayor reported that in his year in office his objectives are to maintain the Town Council's good working relationship and collaboration with both Lancashire County and Lancaster City Councils and to lead the Council in engaging more with young people in Carnforth.
Councillor Grisenthwaite gave an update on a further meeting with officers and County Councillor Williamson on progress and next steps relating to the A601(M) project. It was reported that full consultation is scheduled for August/September including a 'drop-in' event(s) in the town.
- 3) **Reports of Ward & County Councillors:** Short reports from Councillors Guilding and Yates had been circulated prior to the meeting. No questions on these reports were raised.

County Councillor Williamson provided updates on the following matters:

- Upcoming Annual meeting of Lancashire County Council and the spending plans for the coming year;
- Update on the 'new deal' for Lancashire involving all 15 district councils;
- Levelling up funds of up to £50M for County and up to £20M for District Council's and coordinating this across Lancashire;
- Ofsted and Care Quality Commission inspections of Children and Young People Services and Adult Social Care;
- Review of Lancashire County Council's civic role including events and promotion;
- Adoption of the charter with Town/Parish Council's for improved communication; sharing of information and collaboration;
- The County Council's bid for £50M to support the Eden Project and the positive impact that it will have on tourism in Carnforth;
- Great British Railways Headquarters petition made by Carnforth and Preston;



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- A601(M) project;
- Parking enforcement, and;
- Working with Carnforth Town Council and Lancaster City Council to establish an Electric Vehicle Car share scheme in the town;

Councillors commented and asked questions on walking and cycling initiatives and electric/hydrogen buses and the opportunities for the Town Council to work collaboratively with both principal authorities on taking these forward.

4) **Reports from outside bodies:** Councillor Parker to provide a written report of the Quarry Liaison Meeting. Councillor Parker then left the meeting.

Councillor Watkins reported on a recent meeting of the Carnforth Integrated Care Community and commented on the number of care groups who attend this meeting.

ACTION: Councillor Watkins to provide a list of the groups with a view to inviting these individually attending future Carnforth Town Council meetings.

It was then **RESOLVED that the reports of Town, Ward and County Councillors and Outside Bodies be noted and that actions be considered by committees and/or full Council as necessary.**

22066 **Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
22/00557/FUL	Installation of seven replacement windows & one replacement door to the side & rear of elevations – 39 Lancaster Road, Carnforth LA5 9LD

Councillors considered the above planning application and the recommendation of the Town Development Committee. After some comments, it was **RESOLVED that the planning application be supported in principle**

22067 **Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered.

It was noted that six planning applications are awaiting a decision.

It was then **RESOLVED that the update on the planning authority's decisions be noted.**



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Town Development & Planning Committee: Councillor Smith reported on the actions and resolutions arising from the Town Development & Planning Committee held on 9th May 2022, including:

- 1) Review of the Carnforth Heritage Trail leaflet to be printed by Lancaster City Council;
- 2) Recommendations for submission in relation to one planning application;
- 3) VE Day event;
- 4) Creation of an Annual Calendar of events for the Municipal year 2022/23 to include Town Council and other events and 'special days' planned in the town;
- 5) Update on the plans for the Carnforth Big Jubilee Weekend;
- 6) Update on the electric car share scheme;
- 7) Lancashire County Council's Speed Indicator Device Policy & Procedure;
- 8) Outstanding actions relating to contributing the shaping of future plans for cycling and walking in Lancashire through the development of Local Cycling and Walking Infrastructure Plans (LCWIP);
- 9) Public rights of way matters yet to be progressed and an action that developers be asked to incorporate the planting of trees in their plans;
- 10) A 'walkabout' undertaken by the Town Mayor with Ward Councillors and the City Council's Chief Executive;
- 11) Highways related matters and uneven surfaces at the War Memorial Gardens, and;
- 12) Carnforth Neighbourhood plan update

After some questions, it was **RESOLVED that the report, actions and recommendations of the Town Development and Planning Committee be noted.**

22069 **Property & Environment Committee:** No meeting was held in May as it was not quorate.

22070 **Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee held on 11th May 2021 including:

- 1) Internal Auditor's report for the year ended 31st March 2022;
- 2) Annual Governance & Accountability Return and supporting papers;
- 3) Period for the exercise of public rights;
- 4) Risk assessment and log;
- 5) *Bank reconciliation and Summary Report* as at 30th April 2022;
- 6) Training and expenses;
- 7) Payments awaiting authorization, and;



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8) Review of Standing Orders; Financial Regulations and Scheme of Delegation.

After some comments and questions it was **RESOLVED that the Finance and Governance Committee and Proper Officer be congratulated on the management of the Councils funds and accounts during 2021/2022 and that the following recommendations be endorsed:**

- 1) **That the Internal Auditor's report is accepted;**
- 2) **That Section 1 of the AGAR – the Annual Governance Statement 2021/22 be approved and signed;**
- 3) **That Section 2 of the AGAR – Accounting Statements 2021/22 be approved and signed by the Town Mayor;**
- 4) **That the period for the exercise of public rights to inspect the accounts be Monday 13th June to Friday 22nd July 2022 inclusive;**
- 5) **That during the financial year 2022/23 the Finance and Governance Committee develops a Capital Programme Strategy; a Medium-Term Financial Strategy and a three year budget plan, and;**
- 6) **That the current financial procedures be adopted as written but be subject to a further review by the appointed working party in light of the recent release by NALC of new Model Standing Orders**

22071 Internal Controls Policy: The Proper Officer presented a draft policy designed to support one of Carnforth Town Council primary responsibilities to ensure that it operates a sound system of internal control, including the preparation of the accounting statements.

For each objective within the Annual Governance Statement the policy sets out the Council's considerations in coming to a conclusion as to whether each objective has been met. The policy also explains the relevant responsibilities of:

- the Proper Officer in his role as *Responsible Spending Officer*,
- Councillors representing the Town Council and residents, and;
- Internal Auditor

After some comments it was **RESOLVED that the Internal Controls Policy be adopted in full.**



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- 22072** **Annual Town Assembly:** The Proper officer reminded Councillors that it is a requirement of the Local Government Act 1972 that the Annual Town Assembly is held annually between 1st March and 1st June. This year's meeting is being held on **31st May 2022 at 7pm at the Carnforth Free Methodist Community Centre**, including guest speakers; the Town Council's Annual Report and representation/presentation by a range of community groups. It was reported that all arrangements for this event had now been finalised. It was then **RESOLVED that the date and time, venue and arrangements for the Carnforth Annual Town Assembly be noted and endorsed.**
- 22073** **Correspondence:** The Proper Officer presented the schedule of correspondence received and previously circulated to Councillors. It was then **RESOLVED that the correspondence received be noted and that assigned actions be considered at each Committee meeting and reported to full Council as required.**
- 22074** **Items for next Agenda:** Outcome and opinions on the Carnforth Town Assembly and the Carnforth Big Jubilee Weekend.
- 22075** **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on Wednesday 15th June at 6:30pm at Carnforth Council offices. The meeting closed at 9:00pm

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

Clerk to the Council Date: 10th June 2022

Chair:

Date: 15th June 2022



Carnforth Town Council

Planning Application Comments & Decisions

June 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	Awaiting Decision
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 the planning application in principle	Application Permitted
22/00157/FUL: Erection of 1 st floor extension – 166 Lancaster Road, Carnforth LA5 9EF	Support the planning application in principle	Application Permitted
22/00195/FUL: Demolition of existing garage & erection of a single storey chalet for use as a holiday let – 118 North Road, Carnforth LA5 9LU	Object to the planning application	Application Withdrawn
22/00351/FUL: Erection of one detached dwelling with associated access, alterations to boundary wall and alterations to existing watercourse – Land Rear of Cemetery, Back Lane, Carnforth	Object to the planning application	Application Refused
22/00557/FUL: Installation of seven replacement windows & one replacement door to the side & rear of elevations – 39 Lancaster Road, Carnforth LA5 9LD	Support the planning application in principle	Awaiting Decision

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 6th June 2022

Present: Councillors Grisenthwaite; Parker and Watkins

In attendance: Bob Bailey, Clerk & Proper Officer

22051 Apologies: Apologies were received from Councillor Stretch. Councillors wished Councillor Stretch a speedy recovery from her recent injury.

22052 Declaration on interests and dispensations: There were no declarations of interest or requests for dispensation for items on the Agenda.

22053 Urgent Business: The following matters were discussed:

- 1) Election of Chair/Deputy Chair:** The Clerk & Proper Officer advised that a Chair and Deputy Chair of the Committee needed to be elected. After a short discussion it was **RESOLVED to defer the election of a Chair/Deputy until the July meeting of the committee.**
- 2) Town Crier:** Councilor Parker reported that the Town Crier has asked whether she should be affiliated to the Town Crier's Association. It was **RESOLVED that there was no requirement for affiliation with the Town Crier's Association at the current time.**
- 3) Armed Forces Day:** Councillor Watkins reported that arrangements are being made to commemorate Armed Forces Day on 25th June. **ACTION: Councillor Watkins and Clerk & Proper Officer to lead on the arrangements for this event.**
- 4) Carnforth Station Clock:** Following several enquiries by residents, Councillor Parker enquired about the latest position regarding the reinstatement of the Whitchurch Clock at Carnforth Station. Following some discussion it was **RESOLVED that Councillors Branyan and Gardner – who are serving members of the Carnforth Station Trust – be asked to report on the latest position at the next meeting of Full Council.** It was acknowledged that this may be an exempt item on the Council agenda given the commercially sensitive nature of current negotiations.

22054 Minutes: The Minutes of the meeting held on Monday 9th May 2022 were accepted as written but could not be formally **RESOLVED** since there were not enough Councillors present who had also attended the previous meeting.

22055 Planning Applications: The Committee considered the following planning application(s):

Application No:	Description
22/00459/FUL	Demolition of existing single storey garage, erection of a part two, part three storey side extension, construction of lower ground floor terrace, installation of replacement package treatment plant – Elpha House, Netherbreck. Carnforth
22/00648/PAM	Prior approval for the installation of a replacement 15m monopole telecommunications mast with antenna and ancillary ground level equipment – Vodafone CS36394, Hodgson’s Croft Farm, North Road, Carnforth

Councillors commented on the above planning applications and it was **RESOLVED that the Town Council be recommended to ‘Support the planning applications in principle’.**

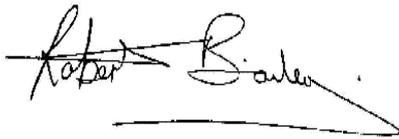
22056 Town Development: The committee considered the following events, updates and opportunities:

- 1) Carnforth Big Jubilee Weekend:** There was a short discussion on the success of the Carnforth Big Jubilee Weekend. The Proper Officer and Councillors attending over the weekend were thanked for their efforts.
- 2) Electric Vehicle Car Share Scheme:** The Proper Officer provided an update following further remote meetings with representatives from Lancashire County and Lancaster City Councils. It was reported that good progress had been made in recent weeks It was reported that the electric vehicle should be available by the end of June. Lancashire County Council are finalising the legal requirements and signage to ensure that the charging point at Preston Street is ready to be used from July.
Members were advised that Lancaster City Council in association with Co-wheels are responsible for the cleaning and maintenance of the electric vehicle and managing other related risks. Carnforth Town Council is requested to consider covering the costs for electricity charges and monthly subscriptions.
Members of this Committee were supportive of the scheme which will be on a year’s trial initially **ACTION: Costs to be considered by the Finance & Governance Committee for recommendation to Carnforth Town Council.**
- 3) Speed Indicator Device Policy & Procedure:** The Proper Officer reported that there had been a remote meeting with representatives from Lancashire Constabulary, Traffic Management. Suggested locations for mobile SPiD’s were discussed and the officers were supportive of any funding application that the Council may wish to make to the Safer Lancashire Neighbourhood Fund (SLNF).

- 4) **Walking & Cycling in Carnforth:** No further update
- 5) **Public Rights of Way (PROW) & Queen's Green Canopy:** **ACTION:** Lancashire County Council to be requested to advise on what they will provide/fund in relation to the identified improvements for Footpath 25 and Councillor Parker to review another PROW and report back to committee
- 6) **Keerford View:** The Proper Officer reported on another successful meeting with residents at Keerford View.

22051 Carnforth Neighbourhood Plan (CNP): The Proper Officer reported that it had Historic England had not been asked to be consulted at the Regulation 14 stage of the Neighbourhood Plan Process. They have now been invited to respond by 25th June. A planning inspector to review the Carnforth Neighbourhood Plan has been appointed and will be invited to undertake the inspection soon after 25th June.
It was then **RESOLVED that the update be noted.**

22052 Date of next meeting: The next meeting of the Town Development & Planning Committee is due to be held on **Monday 4th July 2022.** The meeting closed at 6:15pm



Clerk & Proper Officer to the Council

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 7th June 2022 at 5:30pm

Present: Councillors Bromilow (Chair); Branyan and Gardner

In attendance: Bob Bailey, Proper Officer, Rik Marsden, Facilities Manager, Terry Allum, Outdoor Maintenance Officer

22035 Apologies: Apologies were received from Councillors Parker, Turner and Watson.

22036 Declaration on interests and dispensations: There were no declarations of interest or dispensations on items on the agenda.

22037 Urgent Business: The following matters were considered:

- 1) **Chair/Deputy Chair:** Councillors considered the appointment of Chair and Deputy Chair for the Municipal year 2022/23. **It was RESOLVED that Councillor Gardner be elected Chair and Councillor Branyan, Deputy Chair.** Councillor Gardner then took the Chair for the remainder of the meeting.
- 2) **Purchase/lease of a Council van:** The Proper Officer reported that the successful Carnforth Big Jubilee Weekend had highlighted the benefit of having use of a transit van. Given the changing nature of Council activities arising from: Council events; management of two community halls and the day-to-day outdoor maintenance work, Councillors were asked to consider whether the purchase/lease of a Carnforth Town Council transit van or similar vehicle would be a worthwhile acquisition. After some debate, Councillors supported the acquisition of a Council vehicle in principle and it was **RESOLVED that the Proper Officer and Outdoor Maintenance Officer research options and that any proposal be considered by Finance & Governance Committee.**

22038 Minutes: The Minutes of the meeting held on 5th April 2022 were accepted as written but could not be formally RESOLVED since there were not enough Councillors present who had also attended that meeting. The scheduled meeting in May was cancelled as it was not quorate.

22039 Environment & Public Realm: The Outdoor Maintenance Officer reported on the following matters:

- 1) New flowers were planted in beds around the War Memorial Gardens and weeds removed prior to the Carnforth Big Jubilee Weekend. Councillors Grisenthwaite, and Stretch, the Proper Officer and volunteers were thanked for their assistance;
- 2) The loose slab in the War Memorial Gardens has been replaced by a inspection cover that can be removed to accommodate the Christmas tree. Another slab on the pavement needs to be reported to Lancashire County Council;

- 3) No detailed action has yet been taken relating to locating self-watering planters around the town or lockable storage at Crag Bank Village Hall.

22040 **Crag Bank Village Hall:** The following matters were considered:

- 1) **Maintenance:** As requested, at the April meeting of the committee, the Proper Officer had obtained a quotation for Quooker tap for consideration in addition to the quotation already provided to supply and fit a new hydro boiler water heater.

ACTION: Finance & Governance committee be asked consider each quotation before a recommendation is made to full Council.

It was also reported that an enquiry had been made by the Crag Bank Under 5's to replace the heaters in the Pre School room, one of which no longer works. The committee determined that the heating of this room should be prioritised ahead of any wider scheme for heating the whole building. **ACTION: Proper Officer to research suitable heating arrangements and report back to committee.**

It was reported that no further action has yet been taken to find contractors able to paint white lines on the Village Hall Car Park.

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

22041 **Civic Hall:** The Facilities Manager reported on a large Carnforth Town Council crest and documentation that had recently come into the Council's possession having been preserved for many years by a former patron of the town. Permission was requested that the items be restored for subsequent relocation in a Council venue.

The Facilities Manager then commented on the research he had recently undertaken which had identified the names of residents who had contributed towards the cost of purchasing the War Memorial which was first unveiled on 9th November 1924. Their followed a discussion and it was then **RESOLVED that the Facilities Manager be given approval to restore the former Carnforth Town Council crest and supporting documentation and that Carnforth Town Council gives further consideration to a celebration marking 100 years of the War Memorial in Carnforth. in November 2024**

22042 **Carnforth Allotments:** There was a discussion about issues that had arisen in recent weeks and a subsequent request that Carnforth Town Council intervenes and provides administrative support going forward.

The Proper Officer advised on discussions in June 2021 that resulted in a new agreement between Carnforth Town Council and the allotments association being signed. A risk assessment was drawn up at the same time. **ACTION: Councillors Branyan and Gardner to arrange an urgent meeting with Carnforth Allotments Association with a view to determining what support Carnforth Town Council is able to offer.**

22043 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 5th July 2022 at 5:30pm.** The meeting closed at 6:30pm

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

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 8th June 2022

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

In attendance: Bob Bailey, Clerk & Proper Officer

22060 **Apologies:** There were no apologies

22061 **Declaration of interests and dispensations:** There were no declarations of interest or dispensations for items on the agenda.

22062 **Urgent Business:** The Committee considered the following matters of urgent business:

- 1) **Purchase/Lease of Council vehicle:** The Proper Officer and Councillors Gardner and Branyan reported on discussions at the meeting of the Property & Environment Committee around the acquisition of a vehicle to support Council activities arising from: Council events; management of two community halls and day-to-day outdoor maintenance work. After some discussion the Finance and Governance Committee endorsed the purchase/lease of a Carnforth Town Council transit van or similar vehicle.
ACTION: Proper Officer and Outdoor Maintenance Officer research options and report back to the Finance & Governance Committee.
- 2) **Replacement Water Heater:** The Property & Environment Committee requested that this committee considers quotations received to replace the hydro boiler water heater at Crag Bank Village Hall. Quotations had been received for a like-for-like replacement and for the installation of a Quooker tap as requested by the Property & Environment Committee – the latter included a reduction in the unit cost if a tap was also installed at Carnforth Civic Hall. After some discussion, it was **RESOLVED that a new hydro boiler water heater be installed at Crag Bank Village Hall.**
- 3) **Allotments:** There was a discussion about the issues raised by the Carnforth Allotments Association and the need for the Council to seek reassurance that risks are being managed and that adequate controls are in place. The Finance and Governance committee endorsed the proposal that Councillors Branyan and Gardner arrange an urgent meeting with Carnforth Allotments Association with a view to determining the issues and what support Carnforth Town Council is able to offer.
- 4) **Electric Car Share Scheme:** The Proper Officer provided an update on the scheme that had been considered in detail by the Town Development & Planning Committee. The Finance & Governance Committee were asked to consider the potential costs to Carnforth Town Council associated with the scheme. After comments and questions it was **RESOLVED that Carnforth Town Council be recommended to support expenditure associated with the scheme for a trial period of one year.**

22063 Minutes: It was **RESOLVED** that **Minutes of the last meeting held on Wednesday 11th May 2022 be approved.** The Proper Officer provided an update on actions taken and outstanding since the last meeting of the Committee.

22064 Budget Monitoring & Bank Reconciliation: The Committee considered the following reports:

1) **Bank Reconciliation:** The Proper Officer presented the *Bank Reconciliation Report* as at 31st May 2022. It was reported that accounting for carried forward balances from 2021/22; income in the financial year to date (£98,074 including the annual precept) and deduction of payments since 1st April (£32,055) balances stand at £155, 077, represented by cash in hand and bank balances as at 31st May.

2) **Summary Report:** The Proper Officer then presented the *Summary Report of Receipts and Payments* as at 31st May 2022 highlighting that even at this early stage of the financial year it is clear that costs have risen significantly and that the expenditure budgets for heating and lighting and water at both community halls will be exceeded.

It was noted that this would need to be considered when reviewing the hire costs over the Summer. It was then **RESOLVED that: the Bank Reconciliation and Summary Report as at 31st May 2022 be noted and the Bank Reconciliation signed by the Committee Chair**

22065 Payments List: The Proper Officer presented the list of payments awaiting authorisation, including several costs associated with the Carnforth Big Jubilee Weekend. It was reported that Carnforth High School have asked their grounds maintenance contractors to carry out repairs to the school field, the cost of which, will be passed to the Town Council. Invoices relating to some payments for the Jubilee weekend have yet to be received. After some comments it was **RESOLVED that the Town Council be RECOMMENDED to approve the payments list as presented and to consider other payments received up until the Carnforth Town Council meeting.**

22066 Community Benefit Fund: No applications have been received in the last month.

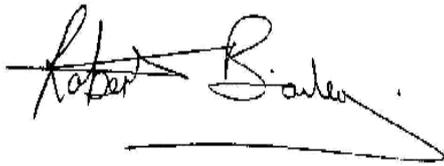
22067 Governance matters: The Proper Officer presented a revised Reserves Policy setting out the Council's responsibilities, under statute, to maintain adequate financial reserves to meet the Council's needs. The Committee were asked to note that, for the first time, the Internal Auditor had concluded that the overall level of Reserves (£89k) is now adequate for this Council's requirements.

There was a discussion about the purposes of holding Reserves and the types of Reserve proposed by the Proper Officer. It was then **RESOLVED that the Policy be amended to include NALC's best practice statement on Reserves and that Councillors determine the amount for each proposed Reserves at the next meeting of the committee.**

22068 **Items for next Agenda:** It was **RESOLVED** that at its next meeting the Committee will consider:

- 1) Reserves;
- 2) Draft capital programme strategy/policy;
- 3) Standing Orders, Financial Regulations and Scheme of Delegation review

22069 **Date of next meeting:** The next meeting of Finance & Governance Committee will be held on **Wednesday 13th July 2022 at 5:15pm**. The meeting closed at 6:35pm

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.

Proper Officer