



# 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 6:30pm on Wednesday 14<sup>th</sup> December 2022**

## **A G E N D A**

- 22118. Apologies:** To receive apologies
- 22119. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22120. Urgent Business:** To consider any items of urgent business not on the agenda
- 22121. Minutes:** To consider Minutes of the meeting held on Monday 14<sup>th</sup> November 2022 and any updates on actions taken.
- 22122. Payments List:** To consider payments list for authorisation
- 22123. Budget Monitoring and Bank Reconciliation:** To consider the following:
  - 1) Bank reconciliation as at 30<sup>th</sup> November 2022
  - 2) Summary report of transactions & net position as at 30<sup>th</sup> November 2022
- 22124. Budget Forecast 2022/23 and Draft Budget 2023/2024:** To consider version 0.03 budget forecast to 31<sup>st</sup> March 2023 and draft budget 2023/2024
- 22125. Highfield Allotments:** To receive an update on the management and governance of the Highfield Allotments
- 22126. Community Benefit Fund:** To consider any applications received
- 22127. Items for next Agenda:** To consider any agenda items for next meeting
- 22128. Date & Time of next meeting:** To consider date and time of next meeting

A handwritten signature in black ink, appearing to read 'Robert B. Bailey', with a long horizontal line underneath.

**Town Clerk & Responsible Financial Officer**

**06 December 2022**

**Tel: 078282 54149**

**Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)**

# FINANCE & GOVERNANCE COMMITTEE

## Draft Minutes of the meeting held on Monday 14<sup>th</sup> November 2022

**Present:** Councillors Grisenthwaite (Chair); Gardner and Parker

**In attendance:** Bob Bailey, Town Clerk & Responsible Financial Officer

<b>22106</b>	<b>Apologies:</b> Apologies were received from Councillors Jones and Smith
<b>22107</b>	<b>Declaration of interests and dispensations:</b> There were no declarations of interest or dispensations for items on the agenda.
<b>22108</b>	<p><b>Urgent Business:</b></p> <p>1) <b>Casual Vacancies:</b> The Town Clerk reported that the period for the Notice of Casual Vacancy had passed with no request from electors for an election being made. Legislation now allows the Council to fill the two vacancies by Co-option. It was reported that there is no formal or statutory process setting out how this should be done. Councillors noted that any appointment would only be until the local elections in May 2023. After some discussion, it was <b>RESOLVED that Carnforth Town Council be recommended to fill both vacancies as soon as possible following public notice and an informal interview.</b></p> <p>2) <b>Rural England Prosperity Fund:</b> The Town Clerk had circulated an invitation from Lancaster City Council to a briefing on the Rural England Prosperity Fund on <b>Friday 25<sup>th</sup> November 2022 at 11am.</b> It was noted that this fund complements the UK Shared Prosperity Fund (UKSPF) and that the Lancaster district has been awarded over £500k over two years from April 2023.</p> <p>There followed a discussion on the potential benefit of this funding for Carnforth. Councillor Gardner commented on the wording in the email sent by the Town Clerk when forwarding the information to Town Councillors. It was then <b>RESOLVED that Town Councillors consider attending this briefing.</b></p>
<b>22109</b>	<p><b>Minutes:</b> It was <b>RESOLVED that Minutes of the last meeting held on Wednesday 12<sup>th</sup> October 2022 be approved.</b> In response to a question, the Town Clerk confirmed that arrangements had been made with the Friends of Crag Bank Play Area for the payment of the approved Community Benefit Fund.</p> <p>Councillor Gardner highlighted the importance of Councillors being provided with guidance and offered training following the Council's commitment to the Civility and Respect Pledge and Dignity at Work. This led to a wider discussion on the need to formally introduce a program for Members Induction, particularly as there will be a new Council after the 2023 local elections.</p>

**22110**    **Payments List:** The Town Clerk then presented the list of payments awaiting authorisation. After some comments it was **RESOLVED that Carnforth Town Council be RECOMMENDED to approve the payments list as presented and considers other payments received up until the date of the meeting.**

**22111**    **Budget Monitoring & Bank Reconciliation:** The Committee considered the following reports:

- 1)    **Bank Reconciliation:** The Town Clerk presented the *Bank Reconciliation Report* as at 31st October 2022 (Month 7). It was reported that reconciled balances are £100,255. Receipts to date (including Precept) stand at £120k and payments total £109k.
- 2)    **Summary Report:** The Town Clerk then presented the *Summary Report of Receipts and Payments* as at 31<sup>st</sup> October 2022. It was reported that little had changed from the previous month in that: there remains an expected overspend on the cost of gas and electricity at Council venues; there has been a general increase in revenue costs during the year and income from the hire of Carnforth Civic Hall indicates a substantial shortfall. It was then **RESOLVED that the Bank Reconciliation and Summary Report as at 31<sup>st</sup> October be approved and signed by the Chair.**

**22112**    **Budget Forecast 2022/23 & Draft Budget 2023/24:** The Town Clerk presented a detailed report setting out the forecasted outturn at 31<sup>st</sup> March 2023 and a draft budget for 2023/24 incorporating the functions and services provided by Carnforth Town Council and it's known plans for 2023/24. Taking into account the current rate of inflation and that forecast for 2023/24 the report included revenue increases of 5% and 10% for information and comparison purposes.

It was reported that with the significant rise in energy costs; the general increase in revenue costs; a reduction in the hire of Carnforth Civic Hall and the Council's plans for our local community, the Town Council will have some difficult decisions to make in determining the budget and precept needed in 2023/24 to deliver its functions and plans balanced against the increased cost of living facing everyone.

The Town Clerk was thanked for his comprehensive report and there followed much discussion on the possible options facing the Council in 2023/24 and beyond.

It was then **RESOLVED that all Councillors be requested to study the draft budget for 2023/24 in and to make any suggestions for reducing costs and/or increasing income by 30<sup>th</sup> November 2022 for further consideration by the Finance & Governance Committee in December and subsequent approval by Carnforth Town Council at its budget and precept setting meeting in January.**

**22113** **Scale of Charges:** The Committee considered the current scale of charges for the hire of community halls and other Council services. Councillors noted that the hourly rates for the main hall and meeting room at Carnforth Civic Hall had been unchanged for a number of years for both regular hirers and ad-hoc/occasional bookings.

Since taking on responsibility for Crag Bank Village Hall the hourly hire rate was fixed at the same amount as the Civic Hall.

There followed a discussion taking into account increased energy costs and the Town Council's investment in both venues in the last two years.

It was then **RESOLVED that Carnforth Town Council be recommended to:**

- 1) increase the hourly rates by £3 per hour (to £18 per hour for ad-hoc users and £15 per hour for regular users);**
- 2) charge £5 per hour for using the kitchen facilities;**
- 3) introduce a separate day-time charge at Carnforth Civic Hall for any bookings before 5pm of £10, and;**
- 4) provide free WiFi**

**22114** **Highfield Allotments:** The Chair and Councillor Gardner were pleased to report that at a recent meeting with the Highfield Allotments Association they had welcomed the Town Council's proposals for a new approach for the governance and management of the allotments. In practice, this will mean the Town Council taking on responsibility for its financial management, generating an additional income stream, with the current Allotments Committee being reconstituted into a 'Friend's group.

Councillor Grisenthwaite and the Town Clerk will work with the Allotments Secretary on a formal handover and new agreement to commence from 1<sup>st</sup> April 2023.

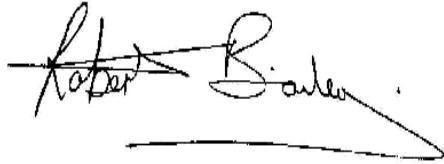
It was then **RESOLVED that Carnforth Town Council be recommended to endorse the actions of Councillors and the Town Clerk in arranging for the transfer of governance and management responsibilities to Carnforth Town Council.**

**22115** **Community Benefit Fund:** The Committee considered an application from Crag Bank Under 5's of £4,000 for the development of a 'Sensory Room' in the existing annexe owned by the Nursery at Crag Bank Village Hall. There followed a discussion on the outlined purpose and potential insurance and other implications should the Council agree to fund sensory equipment on a separately owned building on premises managed by Carnforth Town Council. It was then **RESOLVED that that the Committee Chair drafts a letter requesting clarification on matters in support of the Crag Bank Under 5's application for Community Benefit Funds.**

**22116**    **Items for next Agenda:** It was **RESOLVED** that at its next meeting the Committee will consider the following matters:

1)    2023/24 Draft Budget and Precept

**22117**    **Date of next meeting:** The next meeting of Finance & Governance Committee will be held on **Monday 14<sup>th</sup> December at 5:15pm.** The meeting closed at 8:15pm

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.

Town Clerk & Responsible Financial Officer

**Bob Bailey**

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 02/12/2022</b>		
	Cash in Hand 01/04/2022		89,057.73
	<b>ADD</b> Receipts 01/04/2022 - 02/12/2022		122,662.26
	<b>SUBTRACT</b> Payments 01/04/2022 - 02/12/2022		211,719.99 124,052.97
	<b>Cash in Hand 02/12/2022</b> (per Cash Book)		<b>87,667.02</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 01/09/2022	40.00	
	Unity Trust - Current 02/12/2022	65,846.73	
	Neighbourhood Plan 02/12/2022	10,075.15	
	Unity Trust - Deposit 02/12/2022	9,292.10	
	Barclays 02/12/2022	12,079.14	
			<b>97,333.12</b>
	Less unrepresented payments		9,858.10
			87,475.02
	Plus unrepresented receipts		192.00
	<b>Adjusted Bank Balance</b>		<b>87,667.02</b>
	<b>A = B Checks out OK</b>		

## Summary of Receipts and Payments

All Cost Centres and Codes

## Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Insurance		62.00	62.00	1,920.00	1,613.62	306.38	368.38 (19%)
45	Postage				50.00	56.39	-6.39	-6.39 (-12%)
46	Telephone				174.00	165.66	8.34	8.34 (4%)
47	Printing				263.00	84.00	179.00	179.00 (68%)
48	Stationery				126.00	194.55	-68.55	-68.55 (-54%)
85	Publications				105.00	48.99	56.01	56.01 (53%)
115	Hospitality					37.46	-37.46	-37.46 (N/A)
SUB TOTAL			62.00	62.00	2,638.00	2,200.67	437.33	499.33 (18%)

## 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	109.15	490.85	490.85 (81%)
SUB TOTAL					600.00	109.15	490.85	490.85 (81%)

## Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Service Charge				158.00	140.41	17.59	17.59 (11%)
71	Bank Interest	25.00	27.06	2.06				2.06 (8%)
SUB TOTAL		25.00	27.06	2.06	158.00	140.41	17.59	19.65 (10%)

## 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		3,000.00	3,000.00 (100%)
65	War Memorial Gardens							(N/A)
95	Crag Bank Village Hall				3,000.00	2,779.23	220.77	220.77 (7%)
SUB TOTAL					6,000.00	2,779.23	3,220.77	3,220.77 (53%)

## Carnforth Civic Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	CCH - Electricity				525.00	894.49	-369.49	-369.49 (-70%)
2	CCH - Heating				1,575.00	2,163.50	-588.50	-588.50 (-37%)
3	CCH - Water rates				1,470.00	987.80	482.20	482.20 (32%)
4	CCH - Cleaning				1,050.00	957.72	92.28	92.28 (8%)
5	CCH - Repairs & Maintenance				2,500.00	1,772.03	727.97	727.97 (29%)

## Summary of Receipts and Payments

All Cost Centres and Codes

6	CCH - Waste & Recycling				1,050.00	790.15	259.85	259.85 (24%)
33	CCH - Film Nights	500.00	1,442.39	942.39	250.00	1,094.82	-844.82	97.57 (13%)
52	CCH - Hire	13,000.00	5,383.27	-7,616.73				-7,616.73 (-58%)
114	CCH - NNDR		2,694.60	2,694.60	2,000.00	4,078.34	-2,078.34	616.26 (30%)
SUB TOTAL		13,500.00	9,520.26	-3,979.74	10,420.00	12,738.85	-2,318.85	-6,298.59 (-26%)

## Carnforth Neighbourhood Plan

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

## Civic Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Remembrance Day				1,076.00	1,753.80	-677.80	-677.80 (-62%)
34	Twinning				210.00		210.00	210.00 (100%)
68	Civic Sunday				500.00		500.00	500.00 (100%)
69	Armed Forces Day				158.00	298.67	-140.67	-140.67 (-89%)
75	VE Day					150.00	-150.00	-150.00 (N/A)
116	HM Queen's Remembrance					62.00	-62.00	-62.00 (N/A)
SUB TOTAL					1,944.00	2,264.47	-320.47	-320.47 (-16%)

## Community Benefit Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74	Grants Paid					1,500.00	-1,500.00	-1,500.00 (N/A)
76	Grants Received		3,951.93	3,951.93				3,951.93 (N/A)
SUB TOTAL			3,951.93	3,951.93		1,500.00	-1,500.00	2,451.93 (N/A)

## Community Resilience Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Community Resilience Fund							(N/A)
SUB TOTAL								(N/A)

## Council Office

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Repairs & Maintenance				100.00	260.00	-160.00	-160.00 (-160%)



## Summary of Receipts and Payments

All Cost Centres and Codes

<b>SUB TOTAL</b>				<b>100.00</b>	<b>260.00</b>	<b>-160.00</b>	<b>-160.00 (-160%)</b>
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## Crag Bank Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98	CBVH - Gas & Electricity		18.74	18.74	3,150.00	3,924.53	-774.53	-755.79 (-23%)
100	CBVH - Water Rates				525.00	472.39	52.61	52.61 (10%)
101	CBVH - Cleaning				1,050.00	538.41	511.59	511.59 (48%)
102	CBVH - Repairs & Maintenance				1,575.00	660.42	914.58	914.58 (58%)
103	CBVH - Waste & Recycling				788.00	678.76	109.24	109.24 (13%)
104	CBVH - Hire	18,000.00	12,275.11	-5,724.89				-5,724.89 (-31%)
111	CBVH - Grounds Maintenance				105.00		105.00	105.00 (100%)
112	CBVH - NNDR				1,981.00	1,817.40	163.60	163.60 (8%)
<b>SUB TOTAL</b>		<b>18,000.00</b>	<b>12,293.85</b>	<b>-5,706.15</b>	<b>9,174.00</b>	<b>8,091.91</b>	<b>1,082.09</b>	<b>-4,624.06 (-17%)</b>

## Defibrillator

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Supplies & parts					54.00	-54.00	-54.00 (N/A)
<b>SUB TOTAL</b>						<b>54.00</b>	<b>-54.00</b>	<b>-54.00 (N/A)</b>

## Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Civic Hall Manager				100.00		100.00	100.00 (100%)
21	Town Clerk & RFO				100.00	12.00	88.00	88.00 (88%)
22	Outdoor Maintenance Officer				100.00	139.86	-39.86	-39.86 (-39%)
28	Members				100.00	29.70	70.30	70.30 (70%)
31	Town Mayor				300.00	27.00	273.00	273.00 (91%)
<b>SUB TOTAL</b>					<b>700.00</b>	<b>208.56</b>	<b>491.44</b>	<b>491.44 (70%)</b>

## ICT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Telephone & Broadband		11.91	11.91	854.00	1,074.46	-220.46	-208.55 (-24%)
37	Hardware				300.00	37.32	262.68	262.68 (87%)
38	Domain & Web-hosting				315.00	170.20	144.80	144.80 (45%)
39	Software				1,260.00	2,124.06	-864.06	-864.06 (-68%)
<b>SUB TOTAL</b>			<b>11.91</b>	<b>11.91</b>	<b>2,729.00</b>	<b>3,406.04</b>	<b>-677.04</b>	<b>-665.13 (-24%)</b>

## Summary of Receipts and Payments

All Cost Centres and Codes

## Newsletter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Printing				4,110.00	4,500.00	-390.00	-390.00 (-9%)
50	Distribution				1,890.00	900.00	990.00	990.00 (52%)
105	Sponsorship	1,500.00		-1,500.00				-1,500.00 (-100%)
SUB TOTAL		1,500.00		-1,500.00	6,000.00	5,400.00	600.00	-900.00 (-12%)

## Other income

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

## Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Precept	90,000.00	90,000.00					(0%)
SUB TOTAL		90,000.00	90,000.00					(0%)

## Professional Fees &amp; Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Legal Services				500.00		500.00	500.00 (100%)
41	Internal Audit Services				126.00	136.00	-10.00	-10.00 (-7%)
42	External Audit Services				420.00	400.00	20.00	20.00 (4%)
82	Planning & Valuation Services				500.00		500.00	500.00 (100%)
94	Payroll Services				315.00	181.80	133.20	133.20 (42%)
113	Gas & Electrical Services							(N/A)
SUB TOTAL					1,861.00	717.80	1,143.20	1,143.20 (61%)

## 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%)
96	Carnforth Street Festival							(N/A)
97	Queen's Platinum Jubilee		343.00	343.00	7,500.00	15,559.11	-8,059.11	-7,716.11 (-102%)
SUB TOTAL			343.00	343.00	8,000.00	15,559.11	-7,559.11	-7,216.11 (-90%)

## Summary of Receipts and Payments

All Cost Centres and Codes

## Property &amp; Environment Comr

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Local Delivery Scheme	500.00		-500.00	500.00	149.98	350.02	-149.98 (-15%)
61	Grounds Maintenance				2,500.00	920.17	1,579.83	1,579.83 (63%)
90	Alexandra Park				100.00	100.00		(0%)
106	Assets		45.00	45.00	3,000.00	2,028.95	971.05	1,016.05 (33%)
SUB TOTAL		500.00	45.00	-455.00	6,100.00	3,199.10	2,900.90	2,445.90 (37%)

## Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	By-election				5,000.00		5,000.00	5,000.00 (100%)
66	Neighbourhood Plan Developme				1,000.00	1,794.00	-794.00	-794.00 (-79%)
107	Emergency Planning				625.00		625.00	625.00 (100%)
108	General Reserves				14,855.00	250.00	14,605.00	14,605.00 (98%)
SUB TOTAL					21,480.00	2,044.00	19,436.00	19,436.00 (90%)

## Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Operations				20,500.00	16,204.60	4,295.40	4,295.40 (20%)
18	Administration				28,000.00	22,637.23	5,362.77	5,362.77 (19%)
80	PAYE				12,000.00	12,529.19	-529.19	-529.19 (-4%)
SUB TOTAL					60,500.00	51,371.02	9,128.98	9,128.98 (15%)

## Subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	NALC/LALC Subscriptions				840.00	697.83	142.17	142.17 (16%)
89	Rural Services Partnership				137.00	113.00	24.00	24.00 (17%)
93	SLCC Subscriptions				226.00		226.00	226.00 (100%)
SUB TOTAL					1,203.00	810.83	392.17	392.17 (32%)

## Suspense account

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77	Suspense		13.48	13.48		20.97	-20.97	-7.49 (N/A)
SUB TOTAL			13.48	13.48		20.97	-20.97	-7.49 (N/A)

## Summary of Receipts and Payments

All Cost Centres and Codes

## Town Development &amp; Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
109	Town Development				3,000.00	1,356.53	1,643.47	1,643.47 (54%)
117	Great Big Green Week					498.85	-498.85	-498.85 (N/A)
118	bp Pulse tariff					65.12	-65.12	-65.12 (N/A)
SUB TOTAL					3,000.00	1,920.50	1,079.50	1,079.50 (35%)

## Training

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Civic Hall Manager				100.00		100.00	100.00 (100%)
24	Town Clerk & RFO				500.00	455.00	45.00	45.00 (9%)
25	Outdoor Maintenance Officer				100.00		100.00	100.00 (100%)
29	Members				350.00	45.00	305.00	305.00 (87%)
SUB TOTAL					1,050.00	500.00	550.00	550.00 (52%)

## Value Added Tax

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
72	VAT Refund		6,393.77	6,393.77				6,393.77 (N/A)
SUB TOTAL			6,393.77	6,393.77				6,393.77 (N/A)

## War Memorial Gardens

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	WMG - Electricity				262.00	291.62	-29.62	-29.62 (-11%)
62	WMG - Sweeping & Weeding				1,800.00	1,550.00	250.00	250.00 (13%)
SUB TOTAL					2,062.00	1,841.62	220.38	220.38 (10%)

## Summary

NET TOTAL	123,525.00	122,662.26	-862.74	145,719.00	117,138.24	28,580.76	27,718.02 (10%)
V.A.T.					6,914.73		
GROSS TOTAL		122,662.26			124,052.97		

## Revised Estimates 2022/23 & Budget 2023/24

### RECEIPTS

Code	Title	Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
58	Local Delivery Scheme	500	0	500	500	0	500	
71	Bank Interest (Income)	25	27	27	54	-29	60	
33	Film nights (Income)	500	777	473	1,250	-750	1,250	
52	Carnforth Civic Hall Hire	13,000	2,944	3,500	6,444	6,556	13,000	Raising hourly rate by £3 per hour
105	Crag Bank Village Hall Hire	18,000	8,994	9,006	18,000	0	21,000	Raising hourly rate by £3 per hour
83	Newsletter Sponsorship	1,500	0	0	0	1,500	2,000	
	Kings Coronation	0	0	0	0	0	2,000	
59	Other income	0	0	0	0	0	0	
	<b>TOTAL RECEIPTS</b>	<b>33,525</b>	<b>12,742</b>	<b>13,506</b>	<b>26,248</b>	<b>7,277</b>	<b>39,810</b>	

### PAYMENTS

Code	Title	Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
<b>Administration</b>		<b>Approved Budget</b>	<b>Actual to 30/09/2022</b>	<b>Forecast to 31/03/2023</b>	<b>Revised Estimate</b>	<b>Variance</b>	<b>Proposed Budget 2023/24</b>	
115	Hospitality	0	29	21	50	-50	52	New Cost Centre
43	Insurance	1,920	1,552	0	1,552	368	1,629	
45	Postage	50	56	44	100	-50	105	
46	Telephone	174	166	0	166	8	0	Now combined with Broadband
47	Printing	263	0	0	100	163	105	
48	Stationery	126	162	38	200	-74	210	
85	Publications	105	0	50	50	55	53	
	<b>SUB TOTAL</b>	<b>2,638</b>	<b>1,964</b>	<b>153</b>	<b>2,217</b>	<b>421</b>	<b>2,154</b>	

	Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
<b>Allowances</b>							
27	Members	0	0	0	0	0	
30	Mavor	600	74	526	600	0	600
	<b>SUB TOTAL</b>	<b>600</b>	<b>74</b>	<b>526</b>	<b>600</b>	<b>0</b>	<b>600</b>

	Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
<b>Property &amp; Environment Committee</b>							
58	Local Delivery Scheme	500	150	350	500	0	500
61	Grounds Maintenance	2,500	865	885	1,750	750	1,838
90	Alexandra Park	100	0	100	100	0	105
106	Assets Management	3,000	1,571	1,429	3,000	0	3,000
	<b>SUB TOTAL</b>	<b>6,100</b>	<b>2,586</b>	<b>2,764</b>	<b>5,350</b>	<b>750</b>	<b>5,443</b>

Bank	Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
70	Service Charge	158	137	137	274	-116	288
	<b>SUB TOTAL</b>	<b>158</b>	<b>137</b>	<b>137</b>	<b>274</b>	<b>-116</b>	<b>288</b>

Capital Expenditure		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
12	Carnforth Council Offices	0	0	0	0	0	0	
13	Carnforth Civic Hall	3,000	0	0	0	3,000	0	
65	War Memorial Gardens	0	0	0	0	0	0	
95	Crag Bank Village Hall	3,000	2,058	0	2,058	942	0	
	<b>SUB TOTAL</b>	<b>6,000</b>	<b>2,058</b>	<b>0</b>	<b>2,058</b>	<b>3,942</b>	<b>0</b>	
Carnforth Civic Hall		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
1	Electricity	525	815	785	1,600	-1,075	1,800	Increased cost due to war in Ukraine
2	Heating	1,575	1,224	1,000	2,224	-649	2,500	Increased cost due to war in Ukraine
3	Water Rates	1,470	720	720	1,440	30	1,600	
4	Cleaning	1,050	665	500	1,165	-115	1,300	
5	Repairs & Maintenance	2,500	302	448	750	1,750	1,200	
6	Waste & Recycling	1,050	790	710	1,500	-450	1,800	
114	NNDR	2,000	476	476	952	1,048	1,200	
33	Film nights	250	224	276	500	-250	600	
	<b>SUB TOTAL</b>	<b>10,420</b>	<b>5,216</b>	<b>4,915</b>	<b>10,131</b>	<b>289</b>	<b>12,000</b>	
Civic Events		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
116	HRH Remembrance	0	62	0	62	-62	0	
32	Remembrance Day	1,076	11	1,500	1,511	-435	1,300	To include road closure: no Reception
34	Twinning Association	210	0	200	200	10	210	
68	Civic Sunday	500	0	0	0	500	0	Not run this event
69	Armed Forces Day	158	299	0	299	-141	313	
75	VE Day	0	150	0	150	-150	158	
	<b>SUB TOTAL</b>	<b>1,944</b>	<b>521</b>	<b>1,700</b>	<b>2,221</b>	<b>-277</b>	<b>1,981</b>	
Council Office		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
87	Repairs & Maintenance	100	260	0	260	-160	150	Repairs following vandalism
	<b>SUB TOTAL</b>	<b>100</b>	<b>260</b>	<b>0</b>	<b>260</b>	<b>-160</b>	<b>150</b>	
Crag Bank Village Hall		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
98	Gas & Electricity	3,150	3,084	2,916	6,000	-2,850	6,300	Increased cost due to war in Ukraine
100	Water Rates	525	368	0	368	157	387	
101	Cleaning	1,050	323	300	623	427	654	
102	Repairs & Maintenance	1,575	660	340	1,000	575	1,050	
103	Waste & Recycling	788	679	721	1,400	-612	1,470	
111	Grounds Maintenance	105	0	105	105	0	110	
112	NNDR	1,981	1,339	1,339	2,679	-698	2,813	
	<b>SUB TOTAL</b>	<b>9,174</b>	<b>6,454</b>	<b>5,721</b>	<b>12,175</b>	<b>-3,001</b>	<b>12,784</b>	
Defibrillator		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
120	Supplies & Parts	0	54	46	100	-100	105	New function in 2022
	<b>SUB TOTAL</b>	<b>0</b>	<b>54</b>	<b>46</b>	<b>100</b>	<b>-100</b>	<b>105</b>	

Expenses		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
28	Members	100	30	20	50	50	52	
31	Mayor	300	27	73	100	200	0	Remove this expenditure
	<b>SUB TOTAL</b>	<b>400</b>	<b>57</b>	<b>93</b>	<b>150</b>	<b>250</b>	<b>52</b>	
ICT		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
36	Telephone & Broadband	854	754	746	1,200	-346	1,275	All venues now combined
37	Hardware	300	37	63	100	200	300	
38	Domain & Web-hosting	315	158	157	315	0	332	
39	Software	1,260	716	716	1,432	-172	1,503	
	<b>SUB TOTAL</b>	<b>2,729</b>	<b>1,666</b>	<b>1,682</b>	<b>3,047</b>	<b>-318</b>	<b>3,410</b>	
Newsletter		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
49	Printing	4,110	3,600	2,500	6,100	-1,990	6,405	Pages increased from 8 to 12
50	Distribution	1,890	600	600	1,200	690	1,260	
	<b>SUB TOTAL</b>	<b>6,000</b>	<b>4,200</b>	<b>3,100</b>	<b>7,300</b>	<b>-1,300</b>	<b>7,665</b>	
Professional Fees & Services		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
40	Legal Services	500	0	250	250	250	0	
41	Internal Audit Services	126	136	0	136	-10	143	
42	External Audit Services	420	400	0	400	20	420	
82	Planning Services	500	0	0	0	500	0	
94	Pavroll Services	315	141	141	282	33	297	
	Human Resources Services	0	0	0	0	0	0	
113	Gas & Electrical Services	0	0	0	0	0	500	
	<b>SUB TOTAL</b>	<b>1,861</b>	<b>677</b>	<b>391</b>	<b>1,068</b>	<b>793</b>	<b>1,360</b>	
Projects		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
8	Community Hall Feasibility studies	0	0	0	0	0	5,000	
91	Eden Project	500	0	0	0	500	500	
97	Queen's Platinum Jubilee	7,500	15,216	0	15,216	-7,716	0	£8,700 lottery funding received in 2021/22
	King's Coronation						5,000	Seek funding
	<b>SUB TOTAL</b>	<b>8,000</b>	<b>15,216</b>	<b>0</b>	<b>15,216</b>	<b>-7,216</b>	<b>10,500</b>	
Salaries & Expenses		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
17	Operations	20,500	12,442	10,584	23,026	-2,526	25,000	
18	Administration	28,000	17,744	13,000	30,744	-2,744	32,000	
80	PAYE	12,000	10,117	10,000	20,117	-8,117	20,000	
	<b>SUB TOTAL</b>	<b>60,500</b>	<b>40,303</b>	<b>33,584</b>	<b>73,887</b>	<b>-13,387</b>	<b>77,000</b>	

Subscriptions		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
44	NALC/LALC	840	698	0	698	142	733	
89	Rural Services Partnership	137	113	0	113	24	119	
93	SLCC	226	0	226	226	0	237	
	<b>SUB TOTAL</b>	<b>1,203</b>	<b>811</b>	<b>226</b>	<b>1,037</b>	<b>166</b>	<b>1,089</b>	
Town Development & Planning		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
109	Town Development	3,000	160	1,340	1,500	1,500	1,500	
117	Great Bio Green Week	0	476	24	500	-500	750	
118	bp Pulse tariff	0	38	150	188	-188	197	
	<b>SUB TOTAL</b>	<b>3,000</b>	<b>674</b>	<b>1,514</b>	<b>2,188</b>	<b>812</b>	<b>2,447</b>	
Training		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
23	Civic Hall Manager	100	0	0	0	100	100	
24	Town Clerk	500	455	0	455	45	250	
25	Outdoor Maintenance Officer	100	0	50	50	50	100	
29	Members	350	45	55	100	250	1,000	New Members in 2023/24
	<b>SUB TOTAL</b>	<b>1,050</b>	<b>500</b>	<b>105</b>	<b>605</b>	<b>445</b>	<b>1,450</b>	
War Memorial Gardens		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
51	Electricity	262	240	240	480	-218	504	Increased cost due to war in Ukraine
62	Sweeping & Weeding	1,800	1,550	850	2,400	-600	2,520	Weeding added service
	<b>SUB TOTAL</b>	<b>2,062</b>	<b>1,790</b>	<b>1,090</b>	<b>2,880</b>	<b>-818</b>	<b>3,024</b>	
	<b>TOTAL PAYMENTS</b>	<b>123,939</b>	<b>85,164</b>	<b>57,701</b>	<b>142,665</b>	<b>1,460</b>	<b>143,502</b>	
	<b>NET RECEIPTS / PAYMENTS</b>	<b>90,414</b>	<b>72,422</b>	<b>44,195</b>	<b>116,417</b>	<b>-5,817</b>	<b>103,692</b>	
Reserve Balances		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget 2023/24	Comments
35	By Election	5,000	0	0	0	5,000	5,000	
66	Neighbourhood Plan	1,000	1,294	0	1,294	-294	1,500	
107	Emergency Planning	625	0	0	0	625	625	
108	General Reserves	14,855	0	0	0	14,855	25,000	
	<b>SUB TOTAL</b>	<b>21,480</b>	<b>1,294</b>	<b>0</b>	<b>1,294</b>	<b>20,186</b>	<b>32,125</b>	