



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of the Finance & Governance Committee at Carnforth Council Offices at 5:30pm on Wednesday 13th April 2022

A G E N D A

- 22036. Apologies:** To receive apologies
- 22037. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22038. Urgent Business:** To consider any items of urgent business not on the agenda
- 22039. Minutes:** To consider Minutes of the meeting held on 9th March 2022
- 22040. Actions:** To consider actions and related updates and progress not otherwise covered on the agenda.
- 22041. Budget Monitoring and Bank Reconciliation:** To consider the following:
- 1) Bank reconciliation as at 31st March 2022 (see agenda pack)
 - 2) Summary report of transactions & net position as at 31st March 2022 (see agenda pack)
 - 3) Draft Annual Return 2021/22 (Clerk to report)
- 22042. Payments List:** To consider payments list for authorisation (to follow)
- 22043. Community Benefit Fund:** To consider any applications received
- 22044. Committees:** To consider financial recommendations of Council committees if any
- 22045. Governance matters:** To consider the following:
- 1) Arrangements for the annual review of Standing Orders; Financial Regulations and Scheme of Delegation
 - 2) Criteria and guidance for the award of community benefit fund grants (to follow)
- 22046. Items for next Agenda:** To consider any agenda items for next meeting
- 22047. Date & Time of next meeting:** To consider date and time of next meeting

Clerk and Proper Officer

08 April 2022

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org

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> <p>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.</p> <p>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.</p> <p>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</p>
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	<p>Budget Monitoring & Bank Reconciliation: The Proper Officer presented the <i>Bank Reconciliation Report</i>. 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 <i>Bank Reconciliation Statement</i>.</p> <p>The Proper Officer then presented the <i>Summary Report of Receipts and Payments</i> as at the same date. Councillors noted income from the hire of Carnforth Civic and Crag Bank Village Halls and 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.</p> <p>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..</p> <p>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.</p>
22029	<p>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).</p> <p>After some questions, it was RESOLVED that the Town Council be RECOMMENDED to approve the payments list as presented.</p>
22030	<p>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.</p>

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.

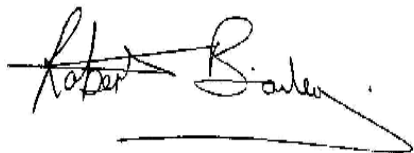
Following questions raised by a Councillor, however, it is accepted that it is important to set out the objectives and responsibilities of Working Parties and to make it clear that they have no formal powers. After some general comments, it was **RESOLVED that Carnforth Town Council be recommended to 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	<p>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.</p> <p>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.</p> <p>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.</p>
22034	<p>Items for next Agenda: It was RESOLVED that at its next meeting the Committee will consider:</p> <ol style="list-style-type: none"> 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	<p>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</p>



Clerk to the Council

Bob Bailey

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2022		
	Cash in Hand 01/04/2021		64,886.10
	ADD Receipts 01/04/2021 - 31/03/2022		174,671.63
	SUBTRACT Payments 01/04/2021 - 31/03/2022		239,557.73
	Cash in Hand 31/03/2022 (per Cash Book)		150,503.00
B			89,054.73
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	37.00	
	Unity Trust - Current 31/03/2022	58,880.30	
	Neighbourhood Plan 31/03/2022	10,111.15	
	Unity Trust - Deposit 31/03/2022	9,265.04	
	Barclays 31/03/2022	10,657.14	
			88,950.63
	Less unrepresented payments		63.90
			88,886.73
	Plus unrepresented receipts		168.00
B	Adjusted Bank Balance		89,054.73
	A = B Checks out OK		

Bob Bailey

Net Position by Cost Centre and Code

Cost Centre NameAdministrationCode TitleBal. B/Fwd.ReceiptsBudgetActualPaymentsBudgetActualCurrent BalanceBudget

43 Insurance
45 Postage
46 Telephone
47 Printing
48 Stationery
85 Publications

£44.99

2,770.00

£2,573.29

241.70

AllowancesCode TitleBal. B/Fwd.ReceiptsBudgetActualPaymentsBudgetActualCurrent BalanceBudget

27 Members
30 Town Mayor

600.00

358.41

241.59

600.00

£358.41

241.59

Assets Management CommitteeCode TitleBal. B/Fwd.ReceiptsBudgetActualPaymentsBudgetActualCurrent BalanceBudget

58 Local Delivery Scheme
61 Grounds Maintenance
90 Alexandra Park
106 Assets

500.00

500.00

2,000.00

1,689.35

310.65

100.00

100.00

1,162.09

1,400.00

3,149.64

-587.55

500.00

£1,662.09

3,500.00

£4,838.99

-176.90

BankCode TitleBal. B/Fwd.ReceiptsBudgetActualPaymentsBudgetActualCurrent BalanceBudget

70 Service Charge
71 Bank Interest

20.00

0.63

216.00

225.01

-9.01

-19.37

20.00

£0.63

216.00

£225.01

-28.38

Capital ExpenditureCode TitleBal. B/Fwd.ReceiptsBudgetActualPaymentsBudgetActualCurrent BalanceBudget

12 Camforth Council Offices
13 Camforth Civic Hall
65 War Memorial Gardens
95 Crag Bank Village Hall

3,000.00

3,047.64

-47.64

13,489.16

-13,489.16

3,000.00

£16,536.80

-13,536.80

Camforth Civic HallCode TitleBal. B/Fwd.ReceiptsBudgetActualPaymentsBudgetActualCurrent BalanceBudget

1 CCH - Electricity
2 CCH - Heating
3 CCH - Water rates
4 CCH - Cleaning
5 CCH - Repairs & Maintena
6 CCH - Waste & Recycling
7 CCH - Drinks Machine
33 CCH - Film Nights
52 CCH - Hire

1,000.00

491.23

508.77

1,500.00

1,952.83

-452.83

1,400.00

1,407.38

-7.38

1,400.00

1,089.85

310.15

2,000.00

3,147.63

-1,147.63

1,200.00

654.30

545.70

150.00

550.00

1,265.56

-865.56

500.00

500.00

8,044.54

5,000.00

13,044.54

9,550.00

£10,008.78

6,935.76

Civic EventsCode TitleBal. B/Fwd.ReceiptsBudgetActualPaymentsBudgetActualCurrent BalanceBudget

32 Remembrance Day

1,000.00

1,028.92

-28.92

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Bob Bailey

Net Position by Cost Centre and Code

Cost Centre Name

34 Twinning	200.00	200.00	
68 Civic Sunday	500.00		500.00
69 Armed Forces Day	150.00	150.00	
75 VE Day		150.00	-150.00

	1,850.00	£1,528.92	321.08
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Community Benefit FundCode TitleBal. B/Fwd.**Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

74 Grants Paid				2,000.00	-2,000.00
76 Grants Received		3,539.27			3,539.27

	£3,539.27		£2,000.00	1,539.27
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Community Resilience FundCode TitleBal. B/Fwd.**Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

86 Community Resilience Fur		1,467.71	2,000.00	115.29	3,352.42
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	£1,467.71	2,000.00	£115.29	3,352.42
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Council OfficeCode TitleBal. B/Fwd.**Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

87 Repairs & Maintenance			100.00	54.98	45.02
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	100.00	£54.98	45.02
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Crag Bank Village HallCode TitleBal. B/Fwd.**Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

98 CBVH - Gas & Electricity				3,969.14	-3,969.14
99 CBVH - Heating					
100 CBVH - Water Rates				563.56	-563.56
101 CBVH - Cleaning				1,081.11	-1,081.11
102 CBVH - Repairs & Mainter				1,994.55	-1,994.55
103 CBVH - Waste & Recyclin				541.22	-541.22
104 CBVH - Hire		15,739.13		97.07	15,642.06
111 CBVH - Grounds Maintenz				125.00	-125.00
112 CBVH - NNDR				1,886.63	-1,886.63

	£15,739.13	£10,258.28	5,480.85
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ExpensesCode TitleBal. B/Fwd.**Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

20 Civic Hall Manager			150.00		150.00
21 Clerk & Proper Officer			150.00	185.07	-35.07
22 Outdoor Maintenance Offi			150.00	32.40	117.60
28 Members			100.00		100.00
31 Town Mayor			300.00		300.00

	850.00	£217.47	632.53
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ICTCode TitleBal. B/Fwd.**Receipts****Budget****Actual****Payments****Budget****Actual****Current Balance****Budget**

36 Broadband			600.00	886.18	-286.18
37 Hardware			300.00	2,469.03	-2,169.03
38 Domain & Web-hosting			500.00	450.35	49.65
39 Software			1,000.00	1,662.58	-662.58

	2,400.00	£5,468.14	-3,068.14
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Bob Bailey

Net Position by Cost Centre and Code

Cost Centre Name

<u>Newsletter</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
49	Printing				3,600.00	4,500.00	-900.00
50	Distribution				1,800.00	2,100.00	-300.00
54	Advertising						
105	Sponsorship		3,000.00			-200.00	-2,800.00
			3,000.00		5,400.00	£6,400.00	-4,000.00

<u>Other income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
83	Other income			29,260.24			29,260.24
				£29,260.24			29,260.24

<u>Precept</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
59	Precept		85,599.00	85,599.00			
			85,599.00	£85,599.00			

<u>Professional Fees & Services</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	Legal Services				100.00	3,192.00	-3,092.00
41	Internal Audit Services				120.00	120.00	
42	External Audit Services				425.00	400.00	25.00
82	Planning & Valuation Serv				1,000.00	600.00	400.00
94	Payroll Services					212.60	-212.60
113	Gas & Electrical Services					1,200.00	-1,200.00
					1,645.00	£5,724.60	-4,079.60

<u>Projects</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Civic Hall Feasibility Study						
91	Eden Project				500.00		500.00
92	Carnforth Steps into the lig				500.00	50.00	450.00
96	Carnforth Street Festival					5,275.41	-5,275.41
97	Queen's Platinum Jubilee			13,800.00		1,353.83	12,446.17
			£13,800.00		1,000.00	£6,679.24	8,120.76

<u>Reserves</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
35	By-election			-5,000.00	5,000.00		
66	Neighbourhood Plan Deve			4,000.00	2,000.00	4,625.55	1,374.45
107	Emergency Planning				925.00	156.66	768.34
108	General Reserves				6,075.00		6,075.00
				£-1,000.00	14,000.00	£4,782.21	8,217.79

<u>Salaries</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
17	Operations				17,232.00	17,028.80	203.20
18	Administration				19,136.00	24,747.94	-5,611.94
80	PAYE				6,500.00	12,755.60	-6,255.60
					42,868.00	£54,532.34	-11,664.34

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Bob Bailey

Net Position by Cost Centre and Code

Cost Centre Name**Subscriptions**Code TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

44 NALC/LALC Subscriptions
 89 Rural Services Partnership
 93 SLCC Subscriptions

800.00	50.00
150.00	130.00
170.00	215.00

750.00
20.00
-45.00

1,120.00	£395.00
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725.00

Suspense accountCode TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

77 Suspense

Town Development & Planning CommittCode TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

56 Heritage Walks
 73 Camforth In Bloom
 109 Town Development

3,000.00	3,609.02
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-609.02

3,000.00	£3,609.02
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-609.02

TrainingCode TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

23 Civic Hall Manager
 24 Clerk & Proper Officer
 25 Outdoor Maintenance Of
 29 Members

100.00	58.50
100.00	203.50
100.00	
250.00	317.00

41.50
-103.50
100.00
-67.00

550.00	£579.00
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-29.00

Value Added TaxCode TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

72 VAT Refund

6,000.00	11,430.93
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5,430.93

6,000.00	£11,430.93
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5,430.93

War Memorial GardensCode TitleBal. B/Fwd.

Receipts	
Budget	Actual

Payments	
Budget	Actual

Current Balance
Budget

51 WMG - Electricity
 62 WMG - Cleaning

450.00	265.36
1,800.00	1,350.00

184.64
450.00

2,250.00	£1,615.36
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634.64

NET TOTAL

100,769.00

£174,588.53

98,669.00

£138,501.13

33,987.40

Bob Bailey
Annual Return

Accounts for Year from 01/04/2021 to 31/03/2022

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

		Year ending	
Box No.	Description	31/03/2021 £	31/03/2022 £
1	Balances brought fwd	23487	64886
2	Annual precept	85000	85599
3	Total other receipts	53303	89073
4	Staff Costs	34399	55062
5	Loan interest/capital repayment:	0	0
6	Total other payments	62504	95441
7	Balances carried forward	64886	89055
8	Total Cash and Short Term Inve	64886	89055
9	Total Fixed Assets and Long Ter	302995	591070
10	Total Borrowings	0	0