



# 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 5:15pm on Wednesday 11<sup>th</sup> January 2023**

## **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 Wednesday 14<sup>th</sup> December 2022 and any updates on actions taken
- 22122. Payments List:** To consider payments list for authorisation (To follow)
- 22123. Budget Monitoring and Bank Reconciliation:** To consider the following:
  - 1) Bank reconciliation as at 31<sup>st</sup> December 2022
  - 2) Summary report of transactions & net position as at 31<sup>st</sup> December 2022
- 22124. Budget Forecast 2022/23 and Draft Budget 2023/2024:** To finalise for recommendation to Carnforth Town Council the Budget and Precept for 2023/2024
- 22125. Community Benefit Fund:** To consider any applications received
- 22126. Legal Services:** To consider arrangements/proposal for future Legal Services
- 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 flourish extending to the right.

**Town Clerk & Responsible Financial Officer**

**04 January 2023**

**Tel: 078282 54149**

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

# FINANCE & GOVERNANCE COMMITTEE

## Draft Minutes of the meeting held on Wednesday 14<sup>th</sup> December 2022

**Present:** Councillors Grisenthwaite (Chair); Hanna; Jones; Parker and Roe

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

<b>22118</b>	<b>Apologies:</b> Apologies were received from Councillor Smith
<b>22119</b>	<b>Declaration of interests and dispensations:</b> There were no declarations of interest or dispensations for items on the agenda.
<b>22120</b>	<p><b>Urgent Business:</b></p> <p>1) <b>Lancashire Culture &amp; Sport Fund (LCSF) and Crowdfund Lancashire:</b></p> <p>Councillor Grisenthwaite reported on a workshop about Lancashire County Council's new £500,000 Lancashire Culture &amp; Sport Fund (LCSF) and Crowdfund Lancashire. Funding from Lancashire County Council of up to £20,000 is available to an individual or group for projects that could improve the health, well-being or cultural experience of the local community. Crowdfund Lancashire gives people a chance to create and support local culture and sport projects which matter most to them whilst making a contribution to their local community. To take part in the first funding round an application and launch of a crowdfunding campaign must be made by 1st February 2023.</p> <p>There followed a discussion on possible Carnforth Town Council events and activities that may qualify.</p> <p>It was then <b>RESOLVED that consideration be given to suitable Town Council projects that may benefit from this opportunity and that details of Lancashire Culture &amp; Sport Fund (LCSF) and Crowdfund Lancashire be provided on the Council's website and social media platforms.</b></p>
<b>22121</b>	<b>Minutes:</b> After some questions, it was <b>RESOLVED that Minutes of the last meeting held on Monday 14<sup>th</sup> November 2022 be approved.</b>
<b>22122</b>	<b>Payments List:</b> The Town Clerk presented the list of payments awaiting authorisation. After some comments and questions, it was <b>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.</b>
<b>22123</b>	<p><b>Budget Monitoring &amp; Bank Reconciliation:</b> The Committee considered the following reports:</p> <p>1) <b>Bank Reconciliation:</b> The Town Clerk presented the <i>Bank Reconciliation Report</i> as at 30<sup>th</sup> November 2022 (Month 8). It was reported that reconciled balances as at that date are £87,667.</p> <p>Receipts to date (including Precept) stand at £122k and payments total £124k.</p>

2) **Summary Report:** The Town Clerk then presented the *Summary Report of Receipts and Payments* as at 30<sup>th</sup> November 2022.

It was reported that little had changed from the previous month in terms of the expected overspend on the cost of energy and telecommunications at Council venues and a general increase in revenue costs throughout the year.

Whilst income from the hire of Carnforth Civic Hall had picked up a little there will be a shortfall against budget. Income from Crag Bank Village Hall on the other hand will exceed expectations.

It was then **RESOLVED that the Bank Reconciliation and Summary Report as at 30<sup>th</sup> November 2022 be approved.**

**22124 Budget Forecast 2022/23 & Draft Budget 2023/24:** The Committee was advised that Councillor Grisenthwaite and the Town Clerk had carried out a further review of the expected outturn for 2022/2023 and the draft budget and precept for 2023/2024.

It was reported that through revised plans to generate/increase income, reduce expenditure and efficiency measures the previous net expenditure/precept had been reduced to £103,692. The Town Clerk advised that, subject to approval of this precept, the Band D equivalent annual council tax for services and functions provided Carnforth Town Council will be £58.09 (£1.12 per week). This represents an annual increase of £6.17 (12p per week).

There followed a series of questions, following which it was **RESOLVED that Councillors be asked to consider the latest version of the draft budget and annual precept and raise any comments/questions by 31<sup>st</sup> December 2022 with a view to a final version being drafted by the Finance & Governance Committee for approval by Carnforth Town Council in January 2023.**

**22125 Highfield Allotments:** The Chair advised that he and the Town Clerk would be meeting with representatives from Carnforth Allotments Committee immediately after this meeting to discuss arrangements for the governance and management of the Highfield allotments from 1<sup>st</sup> April 2023.

The Town Clerk reported that, as directed, the *Scribe* Allotments model had been acquired and populated with existing plot information and holders. In addition to providing functionality for the effective management of the Allotments, the module is fully integrated with the accounting system for annual invoicing and financial management of income and expenditure.

It was then **RESOLVED that the update be noted and that Councillors be kept informed of progress towards the formal transfer of governance and management responsibilities for Highfield Allotments to Carnforth Town Council.**

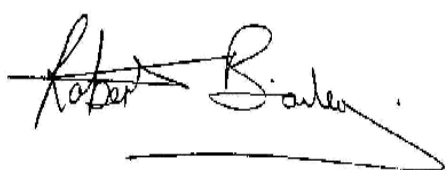
**22126 Community Benefit Fund:** There were no new applications for consideration.

The Committee were informed that Crag Bank Under 5's had been advised of other finding opportunities, as well as the Community Benefit Fund, that they may wish to consider in relation to their project for a sensory room in the annex at Crag Bank Village Hall.

**22127 Items for next Agenda:** It was **RESOLVED that at its next meeting the Committee will consider the following matters:**

- 1) 2023/24 Final Draft Budget and Precept for recommendation for approval to Carnforth Town Council

**22128 Date of next meeting:** The next meeting of Finance & Governance Committee will be held on **Wednesday 11th January 2023 at 5:15pm.** The meeting closed at 6:25

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish extending to the right.

Town Clerk & Responsible Financial Officer

**Bob Bailey**

Prepared by: \_\_\_\_\_

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

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

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

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 04/01/2023</b>		
	Cash in Hand 01/04/2022		89,057.73
	<b>ADD</b> Receipts 01/04/2022 - 04/01/2023		124,220.64
	<b>SUBTRACT</b> Payments 01/04/2022 - 04/01/2023		213,278.37
			130,800.65
	<b>Cash in Hand 04/01/2023</b> (per Cash Book)		<b>82,477.72</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 04/01/2023	40.00	
	Unity Trust - Current 04/01/2023	53,120.47	
	Neighbourhood Plan 04/01/2023	10,057.15	
	Unity Trust - Deposit 04/01/2023	9,292.10	
	Barclays 04/01/2023	12,079.14	
			<b>84,588.86</b>
	Less unrepresented payments		2,303.14
			82,285.72
	Plus unrepresented receipts		192.00
	<b>Adjusted Bank Balance</b>		<b>82,477.72</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	198.99	-93.99	-93.99 (-89%)
115	Hospitality					43.36	-43.36	-43.36 (N/A)
SUB TOTAL			62.00	62.00	2,638.00	2,356.57	281.43	343.43 (13%)

## 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	74.15	525.85	525.85 (87%)
SUB TOTAL					600.00	74.15	525.85	525.85 (87%)

## Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Service Charge				158.00	204.31	-46.31	-46.31 (-29%)
71	Bank Interest	25.00	27.06	2.06				2.06 (8%)
SUB TOTAL		25.00	27.06	2.06	158.00	204.31	-46.31	-44.25 (-24%)

## 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	1,078.63	-553.63	-553.63 (-105%)
2	CCH - Heating				1,575.00	3,063.50	-1,488.50	-1,488.50 (-94%)
3	CCH - Water rates				1,470.00	1,207.81	262.19	262.19 (17%)
4	CCH - Cleaning				1,050.00	1,037.04	12.96	12.96 (1%)
5	CCH - Repairs & Maintenance				2,500.00	2,199.01	300.99	300.99 (12%)

## 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	5,805.27	-7,194.73				-7,194.73 (-55%)
114	CCH - NNDR		2,694.60	2,694.60	2,000.00	4,355.34	-2,355.34	339.26 (16%)
SUB TOTAL		13,500.00	9,942.26	-3,557.74	10,420.00	14,826.30	-4,406.30	-7,964.04 (-33%)

## Carnforth Neighbourhood Plan

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

## Civic Events

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Remembrance Day				1,076.00	1,886.80	-810.80	-810.80 (-75%)
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	2,397.47	-453.47	-453.47 (-23%)

## Community Benefit Fund

		Receipts			Payments			Net Position
Code	Title	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

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Community Resilience Fund					55.80	-55.80	-55.80 (N/A)
SUB TOTAL						55.80	-55.80	-55.80 (N/A)

## Council Office

		Receipts			Payments			Net Position
Code	Title	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

SUB TOTAL				100.00	260.00	-160.00	-160.00 (-160%)
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Crag Bank Village Hall

Receipts				Payments			Net Position			
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend		
98	CBVH - Gas & Electricity		18.74	18.74	3,150.00	5,161.40	-2,011.40	-1,992.66 (-63%)		
100	CBVH - Water Rates				525.00	573.16	-48.16	-48.16 (-9%)		
101	CBVH - Cleaning				1,050.00	600.85	449.15	449.15 (42%)		
102	CBVH - Repairs & Maintenance				1,575.00	831.63	743.37	743.37 (47%)		
103	CBVH - Waste & Recycling				788.00	678.76	109.24	109.24 (13%)		
104	CBVH - Hire	18,000.00	13,411.49	-4,588.51				-4,588.51 (-25%)		
111	CBVH - Grounds Maintenance				105.00		105.00	105.00 (100%)		
112	CBVH - NNDR				1,981.00	2,056.40	-75.40	-75.40 (-3%)		
SUB TOTAL				18,000.00	13,430.23	-4,569.77	9,174.00	9,902.20	-728.20	-5,297.97 (-19%)

Defibrillator

Receipts				Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Supplies & parts					117.99	-117.99	-117.99 (N/A)
SUB TOTAL					117.99	-117.99	-117.99 (N/A)	

Expenses

Receipts				Payments			Net Position	
Code	Title	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	62.00	238.00	238.00 (79%)
SUB TOTAL					700.00	243.56	456.44	456.44 (65%)

ICT

Receipts				Payments			Net Position		
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
36	Telephone & Broadband		11.91	11.91	854.00	1,226.15	-372.15	-360.24 (-42%)	
37	Hardware				300.00	37.32	262.68	262.68 (87%)	
38	Domain & Web-hosting				315.00	191.17	123.83	123.83 (39%)	
39	Software				1,260.00	2,142.86	-882.86	-882.86 (-70%)	
SUB TOTAL				11.91	11.91	2,729.00	3,597.50	-868.50	-856.59 (-31%)



## 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	5,160.00	-1,050.00	-1,050.00 (-25%)
50	Distribution				1,890.00	1,200.00	690.00	690.00 (36%)
105	Sponsorship	1,500.00		-1,500.00				-1,500.00 (-100%)
SUB TOTAL		1,500.00		-1,500.00	6,000.00	6,360.00	-360.00	-1,860.00 (-24%)

## 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	202.00	113.00	113.00 (35%)
113	Gas & Electrical Services					169.86	-169.86	-169.86 (N/A)
SUB TOTAL					1,861.00	907.86	953.14	953.14 (51%)

## 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	956.94	1,543.06	1,543.06 (61%)
90	Alexandra Park				100.00	100.00		(0%)
106	Assets		45.00	45.00	3,000.00	2,157.75	842.25	887.25 (29%)
SUB TOTAL		500.00	45.00	-455.00	6,100.00	3,364.67	2,735.33	2,280.33 (34%)

## 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	16,277.40	4,222.60	4,222.60 (20%)
18	Administration				28,000.00	22,637.23	5,362.77	5,362.77 (19%)
80	PAYE				12,000.00	12,530.36	-530.36	-530.36 (-4%)
SUB TOTAL					60,500.00	51,444.99	9,055.01	9,055.01 (14%)

## 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	220.00	6.00	6.00 (2%)
SUB TOTAL					1,203.00	1,030.83	172.17	172.17 (14%)

## 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					91.28	-91.28	-91.28 (N/A)
SUB TOTAL					3,000.00	1,946.66	1,053.34	1,053.34 (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	487.44	12.56	12.56 (2%)
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	532.44	517.56	517.56 (49%)

## 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	339.22	-77.22	-77.22 (-29%)
62	WMG - Sweeping & Weeding				1,800.00	1,550.00	250.00	250.00 (13%)
SUB TOTAL					2,062.00	1,889.22	172.78	172.78 (8%)

## Summary

NET TOTAL	123,525.00	124,220.64	695.64	145,719.00	123,415.83	22,303.17	22,998.81 (8%)
V.A.T.					7,384.82		
GROSS TOTAL		124,220.64			130,800.65		