

46 – 48 Market Street  
Carnforth  
LA5 9LB  
Tel: 07828254149  
Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)



Dear Councillor,

**Subject: Meeting of Carnforth Town Council**

**You are hereby summoned to attend to the 'Ordinary' Meeting of Carnforth Town Council at 6:30pm on Wednesday 15<sup>th</sup> November 2023 at Carnforth Council Offices, 46 – 48 Market Street, Carnforth**

**If you are unable to attend the meeting you should notify the Town Clerk by Noon on the day of the meeting.**

**Note to the Public:** Electors of the town wishing to address the Council are advised to notify the Town Clerk before 10am on the day of the meeting by email to: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org) or by calling 07828254149.

Permission to speak at the meeting will be at the discretion of the Town Mayor. Public participation at a meeting shall only be in relation to matters relating to items on the agenda any response or debate by the Council shall be at the Town Mayor's discretion.

Yours sincerely,

A handwritten signature in black ink that reads "Bob Bailey". The signature is stylized and includes a long horizontal line extending to the right.

Bob Bailey, Town Clerk & Responsible Financial Officer



# Carnforth Town Council

## MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

A G E N D A – WEDNESDAY 15<sup>th</sup> NOVEMBER 2023

at 6:30pm at CARNFORTH COUNCIL OFFICES

- 23125. Apologies:** To receive apologies
- 23126. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 23127. Urgent Business:** To consider matters of urgent business not on the Agenda and Clerk's Report on an 'Urgent' Decision' taken in accordance with the adopted Scheme of Delegation.
- 23128. Minutes:** To consider Minutes of the meeting held on 18<sup>th</sup> October 2023
- 23129. Public participation & information only updates:** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- 1) Public discussion
  - 2) Town Mayor and Members updates and information only reports
  - 3) Reports of Ward & County Councillors
  - 4) Reports from outside bodies
- 23130. Urgent Decisions:** To consider Town Clerk's report on urgent decisions in accordance with the adopted Scheme of Delegation
- 23131. 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
23/00883/FUL	Demolition of existing stable block and of a detached two-storey garage with annex over – Rig Lea, Netherbeck, Carnforth, LA6 1AA
23/01096/FUL	Erection of a detached building – 2 Windermere Road, Carnforth LA5 9AR
23/01150/ADV	Advertisement application for the display of an externally illuminated fascia sign to shopfront – 15 Market Street, Carnforth, Lancashire, LA5 9JX



# Carnforth Town Council

## MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Application No:	Description
23/001159/FUL	Retrospective application for the removal of external staircase, installation of new & altered windows, doors and rooflights and installation of metal balustrades - Former Co-op warehouse, John Street, Carnforth

- 23132. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 23133. Town Development & Planning Committee:** To consider report of committee meeting held on Monday 6<sup>th</sup> November 2023
- 23134. Property & Environment Committee:** To consider report of Committee meeting held on Tuesday 7<sup>th</sup> November 2023
- 23135. Finance & Governance Committee:** To consider report of Committee meetings held on Wednesday 8<sup>th</sup> November 2023
- 23136. Draft Budget & Precept:** To consider public consultation arrangements for draft budget and precept for 2024 /2025.
- 23137. Payments for Authorisation:** To consider for approval payments awaiting authorisation (See Agenda Pack)
- 23138. Correspondence:** To consider correspondence received since the last meeting (To follow)
- 23139. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 23140. Date of next meeting:** Wednesday 13<sup>th</sup> December 2023 at 6:30pm

**Town Clerk & Responsible Finance Officer**

**10 November 2023**

**Tel: 07828254149 Email: [clerk@carnforhtowncouncil.org](mailto:clerk@carnforhtowncouncil.org)**



# Carnforth Town Council

## Minutes of meeting held on 18<sup>th</sup> October 2023 at 6:30pm at Carnforth Civic Hall Meeting Room

**Present:** Councillors Grisenthwaite (Town Mayor); Jones; Laurence; Parker; Richmond; Roe and Turner.

**In attendance:** Ward Councillor Louise Belcher.

**23110 Apologies:** Apologies were received and accepted from Councillors Bromilow; Paul Gardner and Paula Gardner. All reasons for apologies given by Town Councillors were accepted.

**23111 Declaration on interests and dispensations:** Declarations of interest or dispensations directly relating to connections with local organisations were made and accepted as was a dispensation made by Councillor Smith relating to Planning Application 23/00883/FUL

**23112 Urgent Business:** Before the meeting former Councillor and Town Mayor Malcolm Watkins had been presented with a commemorative plate in recognition of his services to the local community.

The Town Clerk reminded Councillors that dates had been suggested and circulated for the proposed Carnforth Air Quality Management briefing. **ACTION: Councillors to use online poll to vote on preferred date and time for the briefing.**

Councillor Laurence requested Councillors support to help with stewarding and activities on Remembrance Sunday, 12<sup>th</sup> November 2023 **ACTION: Councillors to liaise with Councillor Laurence on availability to support Remembrance Day 2023**

**23113 Minutes:** Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 20<sup>th</sup> September 2023 be approved.**

**23114 Adjournment for public discussion and information only updates:**

- 1) **Public Discussion:** No members of the public were in attendance.
- 2) **Councillor updates / matters:** The Town Mayor reported on his activities in the last month and plans in the coming weeks, including an invitation to be Master of Ceremonies/Bingo caller at a Christmas event organised by the Friends of Canal Park. Councillor Roe gave an update on behalf of Carnforth Station Trust, commenting that there is now an art gallery and a chocolatier at the station and advising that the Heritage Centre will close from early December and re-open on Good Friday 2024. Councillor Smith reported that he had given a talk to the Scouts on biodiversity and will be attending their upcoming Annual General Meeting.

Residents at New Street have been issued with a letter encouraging them to maintain Back New Street following the recent clean-up and it was requested that a list of 'enforcement issues' be maintained and periodically monitored.



# Carnforth Town Council

Councillor Smith advised that he will be meeting with a representative from the Chamber of Trade and a volunteer to discuss a media campaign for the Carnforth Fringe. He also informed Members that he has been invited to a meeting of the '*Carnforth Business Community Group*'. There followed a short discussion about the purpose of this group and any connection to the Carnforth Chamber of Trade.

Councillor Hanna commented on the recent Pre-planning engagement forum that he and the Town Clerk attended for a proposed housing development in Millhead.

Councillors were informed that these forums consist of a selection of planning committee councillors, ward councillors and parish council/local group representatives to give applicants of major, strategic developments an opportunity to present their proposed development and get valuable feedback before going on to make a full planning application.

Councillor Hanna also advised that the Lancaster City Council Planning portal now provides a selection of interactive maps for major developments.

- 3) **Reports of Ward & County Councillors:** Ward Councillor Belcher commented on planning matters and the briefing, requested by Ward Councillors, on the proposal to revoke the Carnforth Air Quality Management Area designation.

County Councillor Williamson commented on recent correspondence with County Highways regarding roadworks and traffic management and thanked Carnforth Town Council for keeping the local community informed. She supports ongoing communications with County Highways on such matters.

Lancashire Libraries, including Carnforth, will be offering their 'Warm Welcome' service again this winter and events such as forums for debate and artist of the year are planned for the end of November.

Councillor Williamson outlined plans coming from funding being made available by the Government from the scrapping of HS2 and ongoing, and productive, discussions with Ministers on the 'Lancashire Deal' which should be out for consultation for eight weeks from early December.

Councillors asked questions and raised matters relating to hedge cutting and funding for speed management measures.



# Carnforth Town Council

4) **Reports from outside bodies:** Councillor Parker reported on recent meetings of the Carnforth Chamber of Trade and Carnforth & District Twinning Association.

Councillor Laurence provided an update on activities of the Friends of Carnforth Canal Park and 2246 Air Cadets.

It was then **RESOLVED that reports of Town Councillors and Outside Bodies be noted**

**23115 Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
23/00883/FUL	Demolition of existing stable block and of a detached two-storey garage with annex over – Rig Lea, Netherbeck, Carnforth, LA6 1AA

It was then **RESOLVED that Town Development and Planning Committee be asked to make its recommendation to the next meeting of Carnforth Town Council.**

**23116 Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered. Five planning applications are awaiting decision by the planning authority, including four where Carnforth Town Council has submitted an objection.

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

**23117 Carnforth Community Awards;** It was reported that Carnforth Chamber of Trade had requested this agenda item and had planned to address the Town Council but had subsequently withdrawn the proposal until further notice.

It was **RESOLVED that Carnforth Chamber of Trade be invited to address Carnforth Town Council at a later date on the subject of Carnforth Community Awards.**

**23118 Town Development & Planning Committee:** Councillor Parker reported on the recommendations and actions arising from the meeting of the Town Development & Planning Committee held on 2<sup>nd</sup> October 2023, including:

- 1) Invitation to the local community to indicate whether they would support a residents parking scheme in Carnforth town centre;
- 2) Request to Rowland Homes to support improvements to the War Memorial Gardens;
- 3) Maintenance of land on Lancaster Road adjacent to Tesco Superstore;
- 4) Temporary road closures and planning applications;
- 5) Arrangements for Remembrance Sunday;
- 6) War Memorial Gardens Centenary 2024;
- 7) Update on the Market Steet Clock;



# Carnforth Town Council

- 8) Repairs to the A6070 to commence in Spring 2024;
- 9) Highways matters, and;
- 10) Budget plans for the three years from 1<sup>st</sup> April 2024 for recommendation to the Finance & Governance Committee

It was then **RESOLVED that the report, actions and recommendations of the Town Development & Planning Committee be noted and approved.**

**23119 Property & Environment Committee:** Councillor Richmond reported on the recommendations and actions arising from the meeting of the Property & Environment Committee held on 3<sup>rd</sup> October 2023, including:

- 1) Suggestion(s) for the Government's Community Ownership Fund;
- 2) Carnforth Highfield Allotments;
- 3) Enquiries on the maintenance of land at Lancaster Road and Alexandra Park;
- 4) A resolution that the Facilities Manager be given authority and a budget to build a bespoke bar for Carnforth Civic Hall;
- 5) Urgent action to deal with water ingress and subsequent repairs to the heating system at Crag Bank Village Hall;
- 6) A resolution that any external repairs to the Market Street clock be subject to a health and safety and risk assessment, and;
- 7) Budget plans for the three years from 1st April 2024 for recommendation to the Finance & Governance Committee;

It was then **RESOLVED that the report, actions and recommendations of the Property & Environment Committee be noted and approved.**

**23120 Finance & Governance Committee:** Councillor Jones reported on the recommendations and actions arising from the meeting of the Finance & Governance Committee held on 11<sup>th</sup> October 2023, including:

- 1) Resolution by Carnforth Town Council in support of a collaboration to set up a food club in Carnforth;
- 2) Bank reconciliation and budget monitoring as at 30<sup>th</sup> September 2023 (Month 6) and specifically, higher than expected energy costs and a lower than expected income from the hire of Carnforth Civic Hall;
- 3) A 'free' upgrade to the accounting system that provides a visual dashboard of key financial indicators and performance;



# Carnforth Town Council

- 4) Initial budget proposals from the Town Development & Planning and Property & Environment Committees;
- 5) Project initiation and management and a recommendation to Carnforth Town Council that for every proposed project, activity; idea, change or opportunity a *Project Mandate* be completed for Member consideration and approval, and;
- 6) Notice that Lancaster City Council will be carrying out a review of its polling districts and polling places and an invitation to electors to make representations.

After some comments, It was **RESOLVED that the report, actions and recommendations of the Finance & Governance Committee be noted and approved.**

**23121** **Payments for Authorisation:** Councillors considered an updated list of payments awaiting authorisation. .

After some comments it was **RESOLVED that payments as set out be authorised.**

**23122** **Correspondence:** Councillors considered correspondence received in the last month. It was then **RESOLVED that** the correspondence be noted.

**23123** **Items for next Agenda:** Budget monitoring for 2023/2024 and planning for the next three financial years; any project mandates and planning enforcement matters.

**23124** **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 15<sup>th</sup> November 2023 at 6:30pm.**

The meeting closed at 7:55pm

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

Town Clerk & Responsible Finance Officer

Chair:

Date: 24<sup>th</sup> October 2023

## **Carnforth Town Council**

**Meeting Date: 15<sup>th</sup> November 2023**

**Agenda Item:**

**Report of: Town Clerk & Responsible Finance Officer**

**Subject: 'Urgent' Decision following Social Media Post 'A new McDonald's Restaurant in Carnforth'**

Below is a post published on Carnforth Town Council's Facebook page on October 23<sup>rd</sup>:

*'A number of people have contacted Carnforth Town Council recently asking about a proposed McDonald's drive through restaurant coming to Carnforth at the Barnfield site. Carnforth Town Council is generally supportive of developments that will bring inward investment and jobs to the town but up until today the Town Council has received no communication about the proposal either from McDonald's themselves or Lancaster City Council (the planning authority) and we are unable therefore to make any comment about it. Until such time as we have an opportunity to discuss any proposal in detail in order to identify its pros and cons, we will reserve our opinion, but we are not in favour of businesses canvassing public opinion in a manner that seeks to pre-empt the official planning process.*

*We will let residents and local businesses know when we receive official notification of McDonald's intentions. Cllr Jim Grisenthwaite, Town Mayor'*

This was in response to many comments by residents on social media following a promotional survey by McDonald's Ltd asking the local community whether they would support the development of a McDonalds drive-thru restaurant in Carnforth.

Aside from the questions being asked on social media about how much Carnforth Town Council knew about this proposal, Councillors had separately been approached by residents. The Town Clerk also received a call from Beyond Radio to comment, which he declined to do as little or nothing was known about the circumstances at the time.

With the growing wave of opinion and in the absence of any direct communication from the company, the Town Mayor, in consultation with the Town Clerk, considered it sufficiently important to make a statement to clarify the Town Council's position.

Since the decision was taken to publish the statement, comments have been raised by Councillors about the urgency which merited its publication and about its content which, it was suggested, could be considered as 'pre-judging' any future planning application from McDonalds.

Carnforth Town Council's adopted Scheme of Delegation (SoD) states that *'The intention of the delegation scheme is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that officers are given power over the day-to-day administration of the Council'*.

With reference to the Town Mayor the SoD states: *'The Council will appoint a Leader of the Council who will normally hold the position of Town Mayor. Since no Individual member may act alone in an executive capacity, the Town Clerk is delegated and directed to work with the Town Mayor to undertake overall management of the business of the council'*. This includes *'managing urgent business'*.

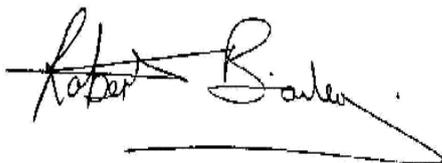
Where an urgent decision is required *'...the Town Clerk shall consult with the Town Mayor before acting on behalf of the Council. Whenever action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the committee concerned and/or Council'*.

The matter was considered to be 'urgent' since members of the public and press were asking serious questions on the Council's position.

A draft of the proposed statement to be published on the Carnforth Town Council Facebook page was shared with all councillors before being published.

With the Town Mayor's agreement, I consulted with Mark Cassidy, Chief Officer, Planning & Climate Change at Lancaster City Council and shared the draft statement, which he fully supported, thanking the Town Council for its prompt action and especially the reference to the importance of the *'official planning process'*.

The statement was careful not to express any opinion on the proposal itself as there was no clear indication of McDonald's intentions. It did, however, comment that Carnforth Town Council *'...is not in favour of businesses canvassing public opinion in a manner that seeks to pre-empt the official planning process'*. This is a position that Carnforth Town Council has previously taken and which is in line with recent positive experience of the formal pre-planning application process.

A handwritten signature in black ink, appearing to read 'Bob Bailey', with a long horizontal line extending from the end of the signature.

Bob Bailey, Town Clerk & Responsible Officer



# Carnforth Town Council

## Planning Application Comments & Decisions

### November 2023 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>19/00541/OUT:</b> 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
<b>21/00899/HYB:</b> 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
<b>23/00756/FUL:</b> Part retrospective application for a change of use of commercial basement to two flats and ancillary bike store, removal of external staircase of new and altered window and door openings – Former Co-op Warehouse, John Street, Carnforth	Object to the planning application	Awaiting Decision
<b>23/00872/FUL:</b> Change of use from living accommodation to hotel and alterations to shop front windows and doors – 3-7 New Street Carnforth, LA5 9BX	Object to the planning application	Awaiting Decision
<b>23/00875/FUL:</b> Change of use from retail store to hot food takeaway and installation of flue to rear elevations – 31 Market Street, Carnforth, LA5 9JX	Object to the planning application	Application Refused

# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Draft Minutes of the meeting held on Monday 6<sup>th</sup> November 2023

**Present:** Councillors Parker (Chair), Grisenthwaite (Town Mayor); Hanna; Roe, Smith and Turner.

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

- |              |  |
|--------------|--|
| <b>23100</b> | <b>Apologies:</b> Apologies were received from Councillor Laurence   |
| <b>23101</b> | <b>Declaration on interests and dispensations:</b> There were no declarations of interest or requests for dispensation on items on the agenda.   |
| <b>23102</b> | <p><b>Urgent Business:</b> The Town Clerk reported that a resident who regularly maintains the Alexandra Park has requested a second picnic table and bench – the first having been donated by Lancaster City Council.</p> <p>There followed a discussion about the value that this resident brings to the town through her unpaid work in maintaining Alexandra Park to a high standard.</p> <p>Councillor Roe, commented that the 'Pat Woof Memorial Garden' would also benefit from a bench being installed. The Town Clerk advised that no direct provision had been made for these in the 2023/2024 budget.</p> <p><b>ACTION: Town Clerk to ask the Finance &amp; Governance Committee whether the criteria for the Community Benefit Fund could be used to purchase these items.</b></p> <p>Councillor Smith raised concerns about recent weed-spraying on grass verges that, in his opinion, was unnecessary. <b>ACTION: Councillor Smith to write to Morecambe Town Council and Lancashire County Council to raise the matter.</b></p> <p>Councillor Roe reported that there had been some damage to the 'Pat Woof Memorial Garden' caused by contractors employed by Openreach when undertaking recent works at the bottom of North Road. <b>ACTION: Town Clerk to contact Openreach requesting that the grassed area at the junction of North Road and Market Street be made good.</b></p> |
| <b>23103</b> | <b>Minutes:</b> It was <b>RESOLVED</b> that the Minutes of the meeting held on Monday 2 <sup>nd</sup> October 2023 be accepted.  |
| <b>23104</b> | <p><b>Public participation and information only updates:</b> There were no members of the public present.</p> <p><b>Actions &amp; Updates: Market Street Clock:</b> There was a short discussion on the ongoing external repairs and maintenance to the Market Street clock.</p> <p>The contractors have been asked to support Carnforth Town Council's plans by extending the scaffolding - currently in place for repairs to the roof – but no further progress has been made as yet.</p>  |

**23105** **Planning Applications:** There were no planning applications for the committee to consider

<b>Planning Applications</b>	
<b>Application No:</b>	<b>Description</b>
23/00883/FUL	Demolition of existing stable block and erection of a detached two-storey garage with annex over – Rig Lea, Netherbeck, Carnforth LA6 1AA  <b>Recommend: Support planning application in principal</b>
23/01096/FUL	Erection of a detached building – 2 Windermere Road, Carnforth LA5 9AR  <b>Recommend: Support planning application in principal</b>
23/01150/ADV	Advertisement application for the display of an externally illuminated fascia sign to shopfront – 15 Market Street, Carnforth, Lancashire, LA5 9JX  <b>Recommend: Support planning application in principal with comment on the Design Codes set out in the Carnforth Neighbourhood Plan</b>
23/01159/FUL	Retrospective application for the removal of external staircase, installation of new & altered windows, doors and rooflights and installation of metal balustrades - Former Co-op warehouse, John Street, Carnforth  <b>Recommend: Object to the planning application</b>
<b>Traffic Regulation Orders:</b>	
No traffic regulation orders to consider	

**It was RESOLVED that the recommendations of the Town Development & Planning Committee be considered by Carnforth Town Council.**

**23106** **Budgets:** The Town Clerk presented the budget monitoring report as at Month 7 (ended 31<sup>st</sup> October) for the Cost centres managed by this Committee. It was reported that the overall Town Development & Planning Committee budget was some 82% (£3,942) underspent, largely due to established events having separate budget headings and an underspend on the cost of running the electric vehicle charging point on Preston Street. There followed a further discussion on community assets that may benefit from the Community Ownership Fund available from the Department for Levelling Up, Housing and Communities.

The Town Clerk reported that as recommended by this committee the first draft of the 2024 / 2025 Town Council budget plan include events for: D-Day 80 celebrations and the 100<sup>th</sup> anniversary of the unveiling of the cenotaph in the War Memorial Gardens.

Councillors were advised that there is a further opportunity to include other plans in the 2024 / 2025 budget but that this must be finalised in December so that the Finance & Governance Committee can draft a proposed budget and precept for consideration and approval at full Council in January.

It was then **RESOLVED that the budget monitoring for 2023 / 2024 and plans and arrangements for the 2024 / 2025 budget be noted.**

**23107 Consultation:** The Town Clerk informed Councillors that the Carnforth Town Council's consultation on seeking views on a residents parking scheme in the centre of Carnforth had closed on 31st October.

Almost 200 responses were received with the majority (67%) in favour of such a scheme.

In response to a comment by Councillor Smith that the views of local businesses are also important, it was pointed out that the purpose of this consultation was to establish whether there is any appetite for such a scheme before taking it any further.

The next step will be to share the results of the consultation survey with Lancashire County Council and to ask them to undertake a more detailed feasibility study to determine the practicability of introducing a scheme in Carnforth and what type of scheme would be best suited to local needs, for both residents and businesses, so that a much wider public consultation can be undertaken.

After some discussion, it was **RESOLVED that the outcome of the Residents Parking Survey be noted and that Carnforth Town Council be recommended to request that Lancashire County Council carries out detailed work on options for a residents parking scheme in the town.**

**23108 Town Development:** The committee considered the following events, updates and opportunities:

1) **Remembrance Sunday:** The Town Clerk reported that plans for Remembrance Sunday were now well advanced with: the traffic management and safety measures receiving approval from the principal authorities and emergency services; full details of the arrangements on the day circulated to all Councillors; organisations and individuals and catering being finalised. **ACTION: That progress be noted and that Councillors be encouraged to support the event if available.**

2) **War Memorial Gardens – Centenary 2024:** Councillors Grisenthwaite reported that he would be making contact with the County Archivist so that a suitable display can be arranged and information used to inform the centenary celebrations.

3) **Carnforth Fringe:** Councillor Smith presented the Project Mandate proposing a Carnforth Fringe and associated activities over two weekends in 2024.

Using the template approved by the Town Council in October, the mandate set out in some detail the purpose and objectives of the proposals; the benefits and risks; required resources and cost and timeline.

It was agreed that the information provided ensured that an informed decision can be made and their followed a discussion on the potential benefits of the project to local businesses that may encourage financial and 'in-kind' support for the event.

**ACTION: That the project mandate for a Carnforth Fringe / Big Lunch be supported and recommended to the Finance & Governance Committee for inclusion in the draft budget plans for 2024 / 2025.**

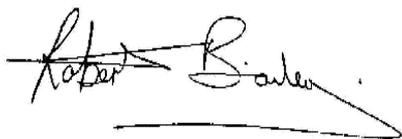
It was then **RESOLVED that progress on planned events and actions be noted and updates reported back to each committee meeting.**

**23109 Public Highways & Open Spaces:** Councillor Grisenthwaite reported that he and the Town Clerk had met with a County Highways officer to discuss the potential road safety issues that are likely to arise on Carnforth Brow as a consequence of two separate major housing developments. There are also concerns that if two proposed emergency access points are not adequately maintained and supervised they could readily become rat runs for traffic to and from the site.

Councillor Williamson was thanked for her support of the Town Council's position and County Highways asked to take a fresh look at the developing situation on Carnforth Brow with a view to assessing the risks to road safety that are likely to arise from these two separate housing developments.

After some comments, it was **RESOLVED that the update be noted with any progress being reported to the next Committee meeting.**

**23110 Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 4<sup>th</sup> December 2023 at 5:30pm**. The meeting closed at 6:05pm



Town Clerk and Responsible Financial Officer

# PROPERTY & ENVIRONMENT COMMITTEE

## Draft Minutes of the meeting held on Tuesday 7<sup>th</sup> November 2023 at 5:00pm

**Present:** Councillors Richmond (Chair); Bromilow; Hanna; Parker and Roe.

**In attendance:** Bob Bailey, Town Clerk & RFO; Rik Marsden, Facilities Manager and Simon Jobling, Outdoor Maintenance Officer

**23113 Apologies:** Apologies were received from Councillors Grisenthwaite (Town Mayor) and Laurence;

**23114 Declaration on interests and dispensations:** There were no declarations of interest relating to items on the agenda

**23115 Urgent Business:** The Town Clerk reported that an email had just been received informing Carnforth Town Council that the Canal & Rivers Trust will be removing three bins from the canal towpaths by the end of November unless the Town Council confirms that it would be taking on responsibility for the maintenance of the bins and waste removal.

The Town Clerk reminded Councillors that the Town Council had previously requested details of costings and arrangements from the Canal & Rivers Trust but no information has been provided.

**ACTION: Town Clerk to write to Canal & River Trust requesting that the removal of the bins be deferred until such time as further information has been provided and a decision made as to whether Carnforth Town Council can take responsibility.**

The Town Clerk also reported that Carnforth Town Council has been approached by agents responsible for the landscaping and maintenance around Ashtrees Way Surgery requesting that Carnforth Town Council take on this responsibility for a fee yet to be determined. The agents have been advised that more detailed information on the extent of the work and a firm offer for the provision of this service is needed before any decision can be taken by Carnforth Town Council.

**ACTION: Town Clerk to update Councillors when further details are known.**

**23116 Minutes:** It was **RESOLVED that Minutes of meeting held on Tuesday 3<sup>rd</sup> October 2023 be approved.**

**23117 Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** Councillor Parker reported that the contractors currently working on the building where the Market Street Clock is located have been asked whether they would provide an extension to the scaffolding so that repairs can be carried out – an answer is awaited.

The Town Mayor informed Councillors that Lancashire County Council are seeking to extend use of the 'Carnforth Hub' including working with Lancaster City Council, Egg Cup, Carnforth Integrated Care and the Town Council to provide a 'Food Hub' in Carnforth.

**23118 Carnforth (Highfield) Allotments:** The Town Clerk reported that over the next few months LESS Lancaster will be '*...exploring how allotments are doing across the Lancaster District and what current and potential plot holders' dreams are for allotment futures'*.

Allotment plot holders, Allotment Committees and/or Parish/Town Councils have been invited to feed into the allotment review by completing an online survey by 20<sup>th</sup> November.

The Town Clerk informed Councillors that he had completed and submitted the survey on behalf of Carnforth Town Council but Councillors may wish to submit their own response – full information is available here: <https://lessuk.org/projects/foodfutures-2/>

It was then **RESOLVED that the update be noted and that details of the allotments review be shared with plot holders at Carnforth Highfield Allotments.**

**23119 Environment & Public Realm:** It was reported that all Council owned planters had been weeded and re-planted ready for the Winter.

There are a number of ongoing and planned works for the remainder of the year as well as others pending clarification / authorisation including potential additional work to undertake general ground maintenance of Alexandra Park and the land adjacent to Tesco Superstore.

It was then **RESOLVED that the reports and updates be noted.**

**23120 Civic Hall:** The Facilities Manager provided an update on the work he has been undertaking to build a bar in the meeting room at Carnforth Civic Hall. Good progress has been made and the bar will be available to use at the reception on Remembrance Sunday. A plumber will be needed to supply and fit a hand basin at some point.

It was reported that it had not yet been possible to find a contractor to carry out a repair to a leaking window.

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

**23121 Crag Bank Village Hall:** The Town Clerk reported that he had submitted an insurance claim following the recent water ingress and subsequent damage to the heating system at the village hall.

It was then **RESOLVED that the action taken by the Town Clerk be noted.**

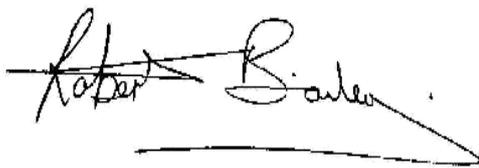
**23122 Budget:** The Town Clerk reported on the budget position as at Month 7 for budgets headings under the responsibility of the Project & Environment Committee.

Councillors again noted that there is an increasingly urgent need for the heating systems at Crag Bank and Carnforth Civic Hall to be replaced and that this needed to be reflected in the Council's budget plans.

The Town Clerk advised that there would be a opportunity to discuss in detail following consideration of a draft budget to be submitted to the Finance & Governance Committee on 8<sup>th</sup> November.

There followed a discussion on the potential plans / work being undertaken by the Outdoor Maintenance Officer and a possible 'casual' arrangement for bar cover at Carnforth Civic Hall. After some discussion, it was **RESOLVED that the Property & Environment Committee give further consideration to its plans for 2024 / 2025 and beyond to feed into the budget process in December.**

**23123** **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 5<sup>th</sup> December 2023 at 5:30pm.** The meeting closed at 6:00pm

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 and Responsible Finance Officer

# FINANCE & GOVERNANCE COMMITTEE

## Draft Minutes of the meeting held on Wednesday 8<sup>th</sup> November 2023

**Present:** Councillor Jones (Chair); Grisenthwaite, Roe and Turner

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

<b>23118</b>	<b>Apologies:</b> Apologies were received from Councillors Hanna and Smith.
<b>23119</b>	<b>Declaration of interests and dispensations:</b> There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.
<b>23120</b>	<b>Urgent Business:</b> Councillor Jones commented on the arrangements for Remembrance Sunday and specifically the involvement of volunteers from Carnforth Carnival Committee. It was suggested that Carnforth Town Council may wish to make a donation for their services although no decision was taken at this stage.  The Town Clerk reported that he had made an insurance claim following the water ingress at Crag Bank Village Hall that resulted in damage being caused to the heating system. The insurance company have not yet contacted the Town Council about the incident.
<b>23121</b>	<b>Minutes:</b> It was <b>RESOLVED that the Minutes of the meeting held on Wednesday 11<sup>th</sup> October be approved.</b>
<b>23122</b>	<b>Actions &amp; Updates:</b> The Town Clerk reported that, as instructed, he had made the minor amendments to the new Project Mandate template.
<b>23123</b>	<b>Payments List:</b> The Town Clerk presented a list of payments awaiting authorisation which included an urgent payment authorised by the Town Mayor for repairs to the heating system at Crag Bank Village Hall.  After some questions, it was <b>RESOLVED that all payments list be recommended to Carnforth Town Council for approval.</b>
<b>23124</b>	<b>Budget Monitoring &amp; Bank Reconciliation:</b> The Committee considered the following reports:  1) <b>Bank Reconciliation:</b> Councillors considered the <i>Bank Reconciliation Report</i> as at 31 <sup>st</sup> October 2023 (Month 7). Reconciled balances as at that date were £84,561. With five months of the year remaining, it is estimated that balances at the end of the financial year will be £ 20 - £30k – an expected reduction from £59,667 carried forward at the end of 2022/2023.  2) <b>Summary Report:</b> Councillors also considered the detailed <i>Summary Report of Receipts and Payments</i> as at 31 <sup>st</sup> October 2023.  Attention was drawn to income and expenditure against planned budgets, once again highlighting higher than expected variances on energy costs and lower than expected income from the hire of Carnforth Civic Hall, in particular.

Higher than expected income from Bank Interest will be realised through higher balances being placed in the deposit account.

The Town Clerk advised that the National Joint Council for Local Government Services has reached an agreement of rates of pay applicable from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2023 – full details have yet to be received.

It was then **RESOLVED that financial reports as at 31<sup>st</sup> October 2023 be noted.**

**23125 Project Mandate:** Having considered a project mandate proposal for a Carnforth Fringe / Big Lunch event in 2024 the Town Development & Planning Committee requested that the Finance & Governance Committee consider its inclusion in the 2024 / 2025 budget plans.

There was a discussion, along the same lines as the Town Development & Planning Committee, around local businesses benefitting from the event and what contribution they could / should make towards the event. This would involve Carnforth Town Council acting as an 'enabler' for the Carnforth Fringe and taking the lead on the Big Lunch element of the proposal.

After some discussion, it was **RESOLVED that Carnforth Town Council be recommended to endorse a Carnforth Fringe / Big Lunch event in 2024 /2025 and that discussions with local businesses be undertaken to determine any financial and/or 'in-kind' contributions to the planned events.**

**23126 Draft Budget 2024/2025 & Precept:** The Town Clerk presented a detailed first draft of a budget monitoring for the second half of 2023 / 2024 and for the next three financial years - 2024 / 2025; 2025 / 2026 and 2026 / 2027 - as Carnforth Town Council had approved.

The document set out Actual and Forecasted income and expenditure for 2023 / 2024 based on an analysis of the current budget and taking into account any changes within the year.

Consideration was given to fixed costs that are unlikely to change and are fairly easy to budget for and variable (or reactive) costs that are harder to predict and often based on assumptions and estimates.

Given the current financial volatility, under or overspends are not uncommon and it is important that the Council holds sufficient funds to cover unforeseen circumstances.

Budget headings have been increased by 10% for the 2024/2025 draft budget calculation whilst other new plans / services (D-Day 80; War Memorial Celebrations) are also included.

Carnforth Town Council is aware that its two community venues are in need of substantial investment to replace ageing and inefficient heating systems as well as some modernisation to make them viable for the future.

The draft 2024 / 2025 budget presented to the Finance & Governance Committee included indicative costs to fully replace the heating system at both venues, as well as £10,000 for a detailed feasibility study of both buildings and advice/support on available external funding.

(It was noted that a sum of £5k is already in the 2023 / 2024 for such a study)

The draft budget also included an amount for earmarked and General Reserves.

Based on this work, the annual precept (expenditure budget less expected income required) for 2024 / 2025 amounts to £380,638. Whilst the tax base for 2024 / 2025 has not yet been received from Lancaster City Council, Councillors were advised that this would represent a significant percentage rise in the Town Council's element of the annual Council Tax bill.

There followed a lengthy discussion about the draft 2024 / 2025 budget and precept and its implications. The budget, as presented, made it very clear that significant decisions need to be made going forward.

The Town Clerk reminded Councillors that an agreed budget and precept for 2024 / 2025 **must** be approved at the January budget setting meeting so that the demand to Lancaster City Council can be submitted in early February.

It was then **RESOLVED that:**

- 1. Carnforth Town Council notes the significant implications of the 2024 / 2025 draft budget and considers options / solutions;**
- 2. A full feasibility study is commissioned at the earliest opportunity to provide options and solutions for the long term viability of the community venues and / or any suitable alternatives;**
- 3. A three – year Capital Programme is drawn up and reviewed at least annually.**

**23127 Budget Consultation:** Following previous discussions around consulting with the local community on the Council's plans and budget for 2024 / 2025 (and beyond), the Town Clerk had circulated a draft consultation survey for Councillors comments.

Councillors have expressed general support for the survey and, following comments, an amended version will be circulated for final approval at the next meeting of Carnforth Town Council.

There followed a discussion on how the consultation will be rolled out and managed. It was then **RESOLVED that subject to the approval of the consultation survey, arrangements be made for it to be available electronically and as part of a discussion with the local community at various locations in November and December (dates to be confirmed).**

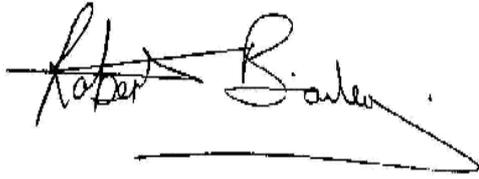
**23128 Community Benefit Fund:** There were no applications to consider.

Councillor Roe requested that the Community Benefit Fund be utilised to provide a picnic bench for Alexandra Park and a bench for the grassed area at the corner of North Road and Market Street. It was confirmed that the criteria for this funding does not directly preclude Carnforth Town Council from submitting an application.

After some discussion, it was **RESOLVED that an application for Community Benefit Funds be submitted for consideration.**

**23129** **Items for next Agenda:** Budget plans and precept for 2024/2025 informed by consultation with the local community.

**23130** **Date of next meeting:** The next scheduled meeting of Finance & Governance Committee is **Wednesday, 13<sup>th</sup> December 2023 at 5:30pm.** The meeting closed at 7:05pm.

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

## Revised Estimates 2023/24 & Budget 2024/25

### RECEIPTS

Code	Title	Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
59	Precept	101,275	101,275	0	101,275	0		To be determined		
58	Local Delivery Scheme	800	0	800	800	0	800			
71	Bank Interest (Income)	60	96	96	192	-132	200			
33	Film nights (Income)	1,250	0	1,400	1,400	-150	1,400			
52	Carnforth Civic Hall Hire	13,000	3,320	6,680	10,000	3,000	13,000	Raise hourly rates to £20 (non contract) and £18 (non contracted?) See CCH now has a licence to serve alcohol		
105	Crag Bank Village Hall Hire	21,000	8,040	8,960	17,000	4,000	18,000	Under 5's reduction in hours		
124	Highbfield Allotments	0	273	0	273	-273	300			
83	Newsletter Sponsorship	4,000	0	0	0	4,000	0			
<b>TOTAL RECEIPTS</b>		<b>141,385</b>	<b>113,004</b>	<b>17,936</b>	<b>130,940</b>	<b>10,445</b>	<b>33,700</b>			

### PAYMENTS

Code	Title	Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
<b>Administration</b>										
43	Insurance	1,629	2,001	0	2,001	-372	2,201		2,311	2,542
45	Postage	105	0	50	50	55	55		58	64
47	Printing & Stationery	315	248	102	350	-35	385		404	444
85	Publications	53	4	26	30	23	33		34	38
115	Hospitality	52	14	16	30	22	33		35	38
133	Premises Licence	0	643	0	643	-643	200	Cost includes initial application and required officer training. Licence fee only after Year 1	210	231
<b>SUB TOTAL</b>		<b>2,154</b>	<b>2,909</b>	<b>194</b>	<b>3,103</b>	<b>-949</b>	<b>2,906</b>		<b>3,051</b>	<b>3,356</b>

Allowances & Expenses		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
27	Members	52	11	19	30	22	33		36	40
30	Mavor	600	520	80	600	0	600		660	726
<b>SUB TOTAL</b>		<b>652</b>	<b>531</b>	<b>99</b>	<b>630</b>	<b>22</b>	<b>633</b>		<b>696</b>	<b>766</b>

Bank		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
70	Service Charge	288	79	81	160	128	176		185	194
<b>SUB TOTAL</b>		<b>288</b>	<b>79</b>	<b>81</b>	<b>160</b>	<b>128</b>	<b>176</b>		<b>185</b>	<b>194</b>

Capital Expenditure		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
12	Carnforth Council Offices	0	0	0	0	0	0	Options available to do nothing; pay through precept in 2024/25; get a PWLB loan and/or seek external funding	0	0
13	Carnforth Civic Hall	0	0	0	0	0	10,000		20,000	21,000
65	War Memorial Gardens	0	0	0	0	0	20,000		3,000	3,150
95	Crag Bank Village Hall	0	0	0	0	0	10,000		20,000	21,000
<b>SUB TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>		<b>43,000</b>	<b>45,150</b>

Carnforth Civic Hall		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
1	Electricity	1,800	1,265	1,265	2,530	-730	2,782		2,922	3,068
2	Heating	2,500	0	2,000	2,000	500	2,200		2,310	2,426
3	Water Rates	1,600	565	600	1,165	435	1,282		1,346	1,413
4	Cleaning	1,300	339	350	689	611	758		796	836
5	Repairs & Maintenance	1,200	611	589	1,200	0	1,320		1,386	1,456
6	Waste & Recycling	1,800	721	721	1,442	358	1,586		1,666	1,749
33	Film nights	600	693	600	1,293	-693	1,422		1,493	1,568
114	NNDR	1,200	1,414	1,414	2,828	-1,628	3,111		3,267	3,430
123	Live Theatre	0	0	0	0	0	0		0	0
138	Bar Stock	0	163	337	500	-500	550	Purchase more for re-sale?	578	607
<b>SUB TOTAL</b>		<b>12,000</b>	<b>5,772</b>	<b>7,876</b>	<b>13,648</b>	<b>-1,648</b>	<b>14,463</b>		<b>15,186</b>	<b>15,945</b>

Civic Events		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
32	Remembrance Day	1,300	0	1,000	1,000	300	1,000	Reception offer reduced	1,050	1,103
34	Twinninn Association	210	175	35	210	0	500		525	551
68	Civic Sundav	0	0	0	0	0	0	Event not run in 2023 - remove?	0	0
69	Armed Forces Day	313	40	0	40	273	44		46	49
75	VE Day	158	75	0	75	83	83		87	91
136	King's Coronation	0	1,295	0	1,295	-1,295	0		0	0
<b>SUB TOTAL</b>		<b>1,981</b>	<b>1,585</b>	<b>1,035</b>	<b>2,620</b>	<b>-639</b>	<b>1,627</b>		<b>1,708</b>	<b>1,793</b>
Community Resilience Fund		Approved Budget	Actual to 30/09/2022	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget	Comments	2025-2026	2026-2027
86	Funds paid	0	24	0	24	-24	0		0	0
<b>SUB TOTAL</b>		<b>0</b>	<b>24</b>	<b>0</b>	<b>24</b>	<b>-24</b>	<b>0</b>		<b>0</b>	<b>0</b>
Council Office		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
87	Repairs & Maintenance	150	21	29	50	100	55		58	60
<b>SUB TOTAL</b>		<b>150</b>	<b>21</b>	<b>29</b>	<b>50</b>	<b>100</b>	<b>55</b>		<b>58</b>	<b>60</b>
Crag Bank Village Hall		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
98	Gas & Electricity	6,300	6,692	7,000	13,692	-7,392	15,061		15,814	16,605
100	Water Rates	387	1,507	0	1,507	-1,120	1,658		1,741	1,828
101	Cleaning	654	181	200	381	273	419		440	462
102	Repairs & Maintenance	1,050	539	2,500	3,039	-1,989	1,500	Includes major repair to heating system in 2023/24	1,575	1,654
103	Waste & Recycling	1,470	721	749	1,470	0	1,617		1,698	1,783
111	Grounds Maintenance	110	190	110	300	-190	200		210	221
112	NNDR	2,813	1,205	1,205	2,410	403	2,651		2,784	2,923
137	Hygeine services	0	109	109	218	-218	240		252	265
<b>SUB TOTAL</b>		<b>12,784</b>	<b>11,145</b>	<b>11,873</b>	<b>23,018</b>	<b>-10,234</b>	<b>23,347</b>		<b>24,514</b>	<b>25,740</b>
Defibrillator		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
120	Supplies & Parts	105	0	100	100	5	110		116	121
<b>SUB TOTAL</b>		<b>105</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>5</b>	<b>110</b>		<b>116</b>	<b>121</b>
Highfield Allotments		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
131	Repairs & Maintenance	0	64	86	150	-150	2,000		2,100	2,205
134	Rodent Control	0	320	0	320	-320	352		370	388
<b>SUB TOTAL</b>		<b>0</b>	<b>384</b>	<b>86</b>	<b>470</b>	<b>-470</b>	<b>2,352</b>		<b>2,470</b>	<b>2,593</b>
ICT		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
36	Telephone & Broadband	1,275	951	949	1,900	-625	2,091		2,195	2,305
37	Hardware	300	0	150	150	150	165		173	182
38	Domain & Web-hosting	332	69	71	140	192	154		162	170
39	Software	1,503	2,014	986	3,000	-1,497	3,300	Includes MS Office: Scribe and Canva	3,465	3,638
<b>SUB TOTAL</b>		<b>3,410</b>	<b>3,034</b>	<b>2,156</b>	<b>5,190</b>	<b>-1,780</b>	<b>5,709</b>		<b>5,994</b>	<b>6,294</b>
Newsletter		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
49	Printing	6,405	1,980	1,980	3,960	2,445	4,356	Possible option to have a quarterly newsletter with 12 rather than 8 pages	4,574	4,802
50	Distribution	1,260	1,200	1,200	2,400	-1,140	2,640	Price increase in 2023/2024	2,772	2,911
<b>SUB TOTAL</b>		<b>7,665</b>	<b>3,180</b>	<b>3,180</b>	<b>6,360</b>	<b>1,305</b>	<b>6,996</b>		<b>7,346</b>	<b>7,713</b>

Professional Fees & Services		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
40	Legal Services	0	400	250	650	-650	715		751	788
41	Internal Audit Services	143	144	0	144	-1	158		166	175
42	External Audit Services	420	420	0	420	0	462		485	509
82	Planning Services	0	0	0	0	0	0		0	0
94	Payroll Services	297	109	109	218	79	240		252	264
113	Gas & Electrical Services	500	0	500	500	0	550		578	606
135	Human Resources Services	0	425	510	935	-935	1,122	Actual 2023 includes initial one-off payment	554	582
<b>SUB TOTAL</b>		<b>1,360</b>	<b>1,498</b>	<b>1,369</b>	<b>2,867</b>	<b>-1,507</b>	<b>3,247</b>		<b>2,786</b>	<b>2,925</b>
Projects		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
91	Eden Project	500	0	0	0	500	500		525	551
96	Carnforth Fringe	0	547	0	547	-547	1,550		1,628	1,709
122	King's Coronation	8,000	7,533	0	7,533	467	0		0	0
128	Facilities Management Assessment	5,000	0	0	0	5,000	10,000		10,500	11,025
	D-Day 80	0	0	0	0	0	1,000	One-off event 2024/25	1,050	1,103
	Cenotaph centenary	0	0	0	0	0	5,000	One-off event 2024/26	5,250	5,513
	Speed Indicator device(s)	0	0	0	0	0	2,500		2,625	2,756
<b>SUB TOTAL</b>		<b>13,500</b>	<b>8,080</b>	<b>0</b>	<b>8,080</b>	<b>5,420</b>	<b>20,550</b>		<b>21,578</b>	<b>22,656</b>
Property & Environment Committee		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
58	Local Delivery Scheme	800	5	795	800	0	880		924	970
61	Grounds Maintenance	1,838	821	679	1,500	338	1,650		1,732	1,819
90	Alexandra Park	100	100	0	100	0	110		116	121
106	Assets Management	3,000	1,703	1,297	3,000	0	3,000	Purchase a PA system?	3,150	3,308
130	Assets Repairs & Maintenance	0	95	0	95	-95	104		109	115
<b>SUB TOTAL</b>		<b>5,738</b>	<b>2,723</b>	<b>2,771</b>	<b>5,494</b>	<b>244</b>	<b>5,744</b>		<b>6,031</b>	<b>6,332</b>
Salaries & Expenses		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
17	Operations	25,000	10,606	11,000	21,606	3,394	23,767		24,955	26,203
18	Administration	32,000	16,867	15,133	32,000	0	35,200		36,960	38,808
80	PAYE	20,000	7,864	7,136	15,000	5,000	16,500		17,325	18,191
<b>SUB TOTAL</b>		<b>77,000</b>	<b>35,337</b>	<b>33,269</b>	<b>68,606</b>	<b>8,394</b>	<b>75,466</b>		<b>79,240</b>	<b>83,202</b>
Subscriptions		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
44	NALC/LALC	733	690	0	690	43	759		797	837
89	Rural Services Partnership	119	115	0	115	4	127		133	139
93	SLCC	237	0	237	237	0	261		274	287
129	LANPAC	0	50	0	50	-50	55		58	61
132	ICO	0	35	0	35	-35	39		40	42
<b>SUB TOTAL</b>		<b>1,089</b>	<b>890</b>	<b>237</b>	<b>1,127</b>	<b>-38</b>	<b>1,240</b>		<b>1,302</b>	<b>1,367</b>
Town Development & Planning		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
109	Town Development	1,500	150	350	500	1,000	1,000		1,050	1,103
117	Great Bio Green Week	750	0	0	0	750	0		0	0
118	bn Pulse tariff	2,500	358	342	700	1,800	0	Council not funding in 2024/2025	0	0
<b>SUB TOTAL</b>		<b>1,500</b>	<b>508</b>	<b>692</b>	<b>1,200</b>	<b>3,550</b>	<b>1,000</b>		<b>1,050</b>	<b>1,103</b>
Training		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
23	Facilities Manager	100	179	0	179	-79	150		158	165
24	Town Clerk	250	0	0	0	250	250		263	276
25	Outdoor Maintenance Officer	100	0	50	50	50	100		105	110
29	Members	1,000	33	217	250	750	500		525	551
127	Administrative Clerk	0	0	100	100	-100	100		105	110
<b>SUB TOTAL</b>		<b>1,450</b>	<b>212</b>	<b>367</b>	<b>479</b>	<b>971</b>	<b>1,100</b>		<b>1,155</b>	<b>1,213</b>

War Memorial Gardens		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
51	Electricity	504	261	239	500	4	550		578	607
62	Sweeping & Weeding	1,800	900	900	1,800	0	0	CTC to cover from 2024?	0	0
<b>SUB TOTAL</b>		<b>2,304</b>	<b>1,161</b>	<b>1,139</b>	<b>2,300</b>	<b>4</b>	<b>550</b>		<b>578</b>	<b>607</b>
<b>TOTAL PAYMENTS</b>		<b>145,130</b>	<b>79,073</b>	<b>66,553</b>	<b>145,526</b>	<b>2,854</b>	<b>207,270</b>		<b>218,041</b>	<b>229,131</b>
<b>NET RECEIPTS / PAYMENTS</b>		<b>-139,081</b>	<b>-33,932</b>	<b>48,617</b>	<b>14,586</b>	<b>-7,591</b>	<b>173,570</b>		<b>218,041</b>	<b>229,131</b>
Reserve Balances		Approved Budget	Actual to 30/09/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments	2025-2026	2026-2027
35	Local & By-Elections	0	0	288	288	-288	5,000		5,250	5,513
66	Neighbourhood Plan	1,500	0	0	0	1,500	1,500	Review in 2024	1,575	1,654
107	Emergency Planning	625	0	0	0	625	625		656	689
108	General Reserves	25,000	0	0	0	25,000	51,817	3/12 of planned expenditure	54,510	57,283
<b>SUB TOTAL</b>		<b>27,125</b>	<b>0</b>	<b>288</b>	<b>288</b>	<b>26,837</b>	<b>58,942</b>		<b>61,992</b>	<b>65,138</b>
Town Council Tax Calculations		2023 - 2024	2024 - 2025							
		£	£							
<b>Precept</b>		101,275	232,512							
<b>Parish Tax Base</b>		1,784,99	1,784,99							
<b>Band D Equivalent</b>		56.74	130.26							
<b>Band D increase on previous year</b>		<b>4.82</b>	<b>73.52</b>							
<b>Band D Increase %</b>		<b>9.28%</b>	<b>129.58%</b>							

**Carnforth Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
255	CBVH - Repairs & Maintenance	23/10/2023		Unity Trust - Current	BACS	Repairs to roof and heating system	RTG Gas Services	S	1,934.00	386.80	2,320.80
256	Grounds Maintenance	24/10/2023		Unity Trust - Current	BACS	Flowers & plants	Laburnham Nurseries Ltd	S	111.44	22.29	133.73
257	Operations	30/10/2023		Unity Trust - Current	BACS	Salaries & Expenses	Staff	Z	69.15		69.15
257	Administration	30/10/2023		Unity Trust - Current	BACS	Salaries & Expenses	Staff	Z	301.73		301.73
277	Grounds Maintenance	03/11/2023		Unity Trust - Current	BACS	Plants & Flowers	Laburnham Nurseries Ltd	S	22.88	4.58	27.46
279	CCH - Repairs & Maintenance	04/11/2023		Unity Trust - Current	BACS	Repairs and maintenance - Civic	Trade UK	S	41.00	8.20	49.20
280	CCH - Film Nights	08/11/2023		Unity Trust - Current	BACS	Film hire	Eden Arts	S	105.00	21.00	126.00
281	CCH - Film Nights	08/11/2023		Unity Trust - Current	BACS	Film hire	Eden Arts	S	105.00	21.00	126.00
<b>Total</b>									<b>2,690.20</b>	<b>463.87</b>	<b>3,154.07</b>



# Carnforth Town Council

## Correspondence – November 2023 meeting



<b>Date</b>	<b>/Sender</b>	<b>Topic</b>
17/10/2023	Town Clerk	Additional papers for Carnforth Town Council meeting
18/10/2023	Councillor Parker	Carnforth Chamber of Trade report
18/10/2023	Councillor Hanna	Ward Councillor's Report
19/10/2023	Lancaster City Council	Planning application: 23/01159/FUL -
20/10/2023	Lancaster City Council	Amendment Consultation – Planning Application 19/00541/OUT
23/10/2023	Lancaster City Council	PowerPoint – 'Introduction to Planning enforcement
23/10/2023	Town Clerk	Statement in relation to social media post by McDonald's Ltd
23/10/2023	Lancashire County Council – Highways	Traffic disruption and management issues
23/10/2023	Chief Officer – Planning & Climate Change	Comments in support of Carnforth Town Council's response to McDonald's social media post
24/10/2023	Lancashire County Council	Winter briefing
24/10/2023	Lancaster City Council	Carnforth Air Quality briefing
24/10/2023	Town Clerk & Admin Officer	Social media posts on planned roadworks in Carnforth & Surrounding area
26/10/2023	Town Clerk	Draft Minutes of the meeting of Carnforth Town Council – October 2023
30/10/2023	Town Clerk	Event Safety Management Plan – Remembrance Sunday
31/10/2023	Town Clerk	Remembrance Day - Activity & wreath laying
31/10/2023	Lancaster City Council	Newsletter
01/11/2023	Lancaster City Council	Planning application: 23/01150/ADV
01/11/2023	County Councillor Williamson	Lancaster Rural North News
02/11/2023	Town Clerk	Invitation to Carnforth Air Quality briefing



# Carnforth Town Council Correspondence – November 2023 meeting



<b>Date</b>	<b>/Sender</b>	<b>Topic</b>
03/11/2023	Town Clerk	Town Development & Planning Agenda pack
03/11/2023	Town Clerk	Property & Environment Agenda pack
03/11/2023	Town Clerk	Finance & Governance Agenda pack
06/11/2023	Town Clerk	Request for articles for Carnforth Express
07/11/2023	County Councillor Williamson	Market Street Electric Vehicle Charging point
09/11/2023	Lancashire Association of Local Councils	De-carbonisation Funding