

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 17<sup>th</sup> January 2024 at the Carnforth Offices, 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, appearing to read "Robert Bailey", with a long horizontal line extending from the end of the signature.

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 17<sup>th</sup> JANUARY 2024 at 6:30pm**

- 24001. Apologies:** To receive apologies
- 24002. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 24003. Urgent Business:** To consider matters of urgent business
- 24004. Minutes:** To consider Minutes of the meeting held on 21<sup>st</sup> December 2023
- 24005. 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 and County Councillors
  - 4) Reports from outside bodies
- 24006. Budget & Precept 2024/ 2025:** To consider for approval the annual budget and precept for the financial year 1st April 2024 to 31st March 2025. (See Clerk's Report)
- 24007. 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>

<b>Application No:</b>	<b>Description</b>
<b>Traffic Regulation Orders:</b>	
	Highfield Road – 12 <sup>th</sup> January 2024 09:30 to 15:30 to allow telegraph pole renewal works to be carried out
	Borwick Lane, Warton – 25 <sup>th</sup> January 2024 09:30 to 15:30 to allow telegraph pole replacement works to be carried out

- 24008. No. 1 & 2 Station Buildings:** To consider action taken relating to an incident on 3<sup>rd</sup> January 2024 (Clerk to Report)
- 24009. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 24010. Town Development & Planning Committee:** To consider report of committee meeting held on 8<sup>th</sup> January 2024 (See Agenda Pack)



# Carnforth Town Council

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

- 24011. Property & Environment Committee:** To consider report of Committee meeting held on 9<sup>th</sup> January 2024 (See Agenda Pack)
- 24012. Finance & Governance Committee:** To consider report of Committee meetings held on 10<sup>th</sup> January 2024 (See Agenda Pack)
- 24013. Payments for Authorisation:** To consider for approval payments awaiting authorisation (See Agenda Pack)
- 24014. Correspondence:** To consider correspondence received since the last meeting (See Agenda Pack)
- 24015. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 24016. Date of next meeting:** Wednesday 21<sup>st</sup> February 2024 at 6:30pm

A handwritten signature in black ink, appearing to read "Robert Baines", with a long horizontal flourish underneath.

**Town Clerk & Responsible Finance Officer**

**12 January 2024**

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



# Carnforth Town Council

## Minutes of meeting held on 20<sup>th</sup> December 2023 at 6:30pm at Carnforth Civic Hall

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

**In attendance:** County Councillor Phillippa Willaimson; Councillor Louise Belcher and one member of the public

**Before the meeting commenced there was a minute's silence following the recent passing of former Councillors Brian Ward and Councillor Paul Gardner**

**23141 Apologies:** Apologies were received and accepted from Councillor Paula Gardner.

**23142 Declaration of interests and dispensations:** Declarations of interest relating to connections with local organisations were made and accepted.

There were no declarations of interest or request for dispensations specifically relating to items on the agenda for this meeting.

**23143 Urgent Business:** Councillor Roe informed the Council that the funeral of Councillor Paul Gardner will be held at Lancaster Crematorium on 9<sup>th</sup> January 2024 at 2:30pm. Councillor Hanna also advised that as a City Councillor there would also be a Civic funeral.

**23144 Minutes:** Subject to a minor amendment, it was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 15<sup>th</sup> November 2023 be approved.**

**23145 Adjournment for public discussion and information only updates:**

- 1) **Public Discussion:** A member of the public/planning applicant presented outline details of a planning application for the erection of eight properties that will be subject of a pre-application forum in the first quarter of 2024. Councillors asked questions and noted that the pre-application forum is a valuable part of the planning process allowing applicants an opportunity to develop their proposals with planning officers and planning committee councillors, ward councillors and parish council/local group representatives.
- 2) **Councillor updates / matters:** The Town Mayor and Councillors reported on a range of actions and activities in the last month including:
  - a) Switching on the Carnforth Christmas lights and attendance and support of a variety of fundraising and community events;
  - b) A 'walkabout' around the Highfield Estate by Ward and Town Councillor and Lancaster City and Town Council officers;



# Carnforth Town Council

c) Comments on community group plans and project in 2024.

- 3) **Reports of Ward & County Councillors:** County Councillor Williamson gave an update on the 'Lancashire Deal' and specifically the consultation that is currently underway. There will be a variety of events about the proposed Combined County Authority in 'main libraries' and separate consultations with businesses and universities. Anyone can comment online at [www.lancashiredevolution.co.uk](http://www.lancashiredevolution.co.uk) until 26<sup>th</sup> January 2024. It was reported that budget constraints will mean that difficult decisions will need to be made but had not materially affected County's plans for 2024. Government money has been made available from 'HS2 savings' including £4M that will be used to carry out road resurfacing across the County over the Summer.

County Councillor Williamson also updated on local matters that she is currently following up and Councillors raised other highways and environmental issues that will be followed up.

Ward Councillor Belcher reported on Update on a planning application, previously refused, that is being sent for appeal to the Secretary of State for Levelling Up, Housing and Communities and details of issues raised during the recent 'walkabout' on Highfield Estate that are being followed up.

- 4) **Reports from outside bodies:** Councillor Smith reported on a recent meeting of the Carnforth Chamber of Trade covering the Carnforth Switch-on and Chamber support for the planned Carnforth Fringe.

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

**23146 Urgent Decisions:** Councillor Smith commented on recent actions and decisions. The Town Clerk advised that urgent decisions taken in line with the Scheme of Delegation had been reported, in writing, at the last meeting of Carnforth Town Council in accordance with the adopted procedure.

Recent decisions and actions had been of an operational nature taken under the delegated authority of the Town Clerk and/or Town Mayor. In response, to a question the Town Clerk gave his assurance that decisions required by Carnforth Town Council or its Committees have, and will always be, brought to the attention of Councillors and the public.

There followed a discussion on Carnforth Town Council's Emergency Plan that was put forward as an exemplar at a recent training event arranged by Lancaster City Council.



# Carnforth Town Council

Councillors noted that the Plan was last updated in May 2021 and that there is a need for a formal briefing/training to be carried out in 2024. **ACTION: Councillor Smith to lead on a review of the Carnforth Town Council Emergency Plan and briefing/training.**

**23147 Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

<b>Application No:</b>	<b>Description</b>
23/0190/TPO	Ash tree to be pruned and a section removed; Lodge Quarry, Lancaster Road, Carnforth <b>Recommendation: Support planning application in principle</b>
23/0194/TCA	Beech tree – Fergus sylvatica – crown; Ash Trees Surgery, Market Street, Carnforth LA5 9JU <b>Recommendation: Support planning application in principle</b>
23/01248/FUL	Erection of a dwelling and associated access; 66 Kellet Road, Carnforth LA5 9LP <b>Recommendation: Support planning application in principle</b>
23/01315/FUL	Demolition of existing rear conservatory, erection of a single storey side/rear extension and conversion of existing garage into ancillary living accommodation; 20 Haws Avenue, Carnforth LA5 9DH <b>Recommendation: Support planning application in principle</b>
23/01354/FUL	Erection of building for manufacturing, distribution and office and associated infrastructure; Land to the West of Oakwood Way, Carnforth Business Park, Kellet Road, Carnforth <b>Recommendation: Support planning application in principle</b>

After discussion on each of the above applications it was **RESOLVED that the recommendations of the Town Development and Planning Committee be approved and the that the Town Clerk arranges for the necessary actions to be carried out.**



# Carnforth Town Council

**23148 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; one had been permitted and two - that Carnforth Town Council previously objected to – had been refused by the planning authority. It was then **RESOLVED that the update on the planning authority’s decisions be noted.**

**23149 Town Development & Planning Committee:** Councillor Parker reported on the recommendations and actions arising from the meeting of the Town Development & Planning Committee held on 4<sup>th</sup> December 2023, including:

- 1) Updates on agreed actions including Market Street Clock scaffolding;
- 2) Consideration of temporary road closures and planning applications;
- 3) Budget monitoring and planning;
- 4) A recommendation that Carnforth Town Council ‘signs up’ to the Armed Forces Covenant and related services and that Councillor Ian Laurence be designated as the Council’s Armed Forces Champion;
- 5) Updates on events planned in 2024 including Carnforth Fringe; D-Day 80 commemorations and War Memorial Centenary;
- 6) Road safety matters.

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

**23150 Property & Environment Committee:** Councillor Richmond reported on the recommendations and actions arising from the meeting of the Property & Environment Committee held on 5<sup>th</sup> December 2023, including:

- 1) Commissioning of a building and mechanical and engineering survey at Crag Bank Village Hall;
- 2) Environmental matters including proposal for the maintenance of trees and planters on Ashtrees Way transferring to Carnforth Town Council;
- 3) Review of allotments by LESS on behalf of Lancaster City Council and their recent visit to Carnforth allotments;
- 4) Delivery and installation of street furniture;
- 5) Maintenance and management of Carnforth Civic and Crag Bank Village Halls;



## Carnforth Town Council

- 6) Decision by Canal and Rivers Trust to remove three waste bins from the canal towpath in Carnforth and actions taken by Carnforth Town Council and Lancaster City Council to find a solution;
- 7) Consideration of a mobile wireless camera system, and;
- 8) Budget monitoring and planning

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

**23151 Finance & Governance Committee:** Councillor Jones reported on the recommendations and actions arising from the meeting of the Finance & Governance Committee held on 13<sup>th</sup> December 2023, including:

- 1) Recommendations that:
  - a) As a priority, Carnforth Town Council establishes a Working Group to draw up a capital programme strategy for the next three financial years;
  - b) Subject to approval of the Capital Programme Strategy and any other budget suggestions, a final version of the draft budget and precept for 2024 / 2025 be presented to full Council in January 2024 for detailed consideration and approval;
  - c) A draft Sponsorship Policy be adopted by Carnforth Town Council.
  - d) Carnforth Town Council approves a shortlist of three potential web design and hosting providers and that they be invited to present their solution to a panel of Councillors during the last quarter of the financial year, and;
- 2) Bank reconciliation and budget monitoring as at 30<sup>th</sup> November 2023 (Month 8);

After some comments and questions, it was **RESOLVED that the report, actions and recommendations of the Finance & Governance Committee be noted and approved with the Capital Programme Working Group being Councillors Grisenthwaite and Jones supported by the Town Clerk and Responsible Finance Officer.**

**23152 Payments for Authorisation:** Councillors considered an updated list of payments awaiting authorisation.

Councillors were advised that, as instructed, payments for the supply of electricity to the Co-wheels vehicle on Preston Street were terminated at the end of November after the initial one-year agreement.

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



# Carnforth Town Council

- 23153 Committee Membership:** Due to a change in circumstances Councillor Smith can no longer attend Finance & Governance meetings. Councillor Roe volunteered to join the committee. It was then **RESOLVED that Councillor Roe joins the Finance & Governance Committee and that Councillor Smith goes back on to the Town Development and Planning Committee.**
- 23154 Correspondence:** Councillors considered correspondence received in the last month. It was then **RESOLVED that** the correspondence be noted.
- 23155 Items for next Agenda:** Budget and Precepts 2024 / 2025; Outstanding planning enforcement matters; Carnforth Station Clock.
- 23156 Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 17<sup>th</sup> January 2024 at 6:30pm at Carnforth Town Council offices.**  
The meeting closed at 8:15pm

A handwritten signature in black ink, appearing to read "Robert B. Bailey". The signature is written over a horizontal line that extends to the right, ending in a long, sweeping tail.

Town Clerk & Responsible Finance Officer

Chair:

Date:

## **Carnforth Town Council**

**Meeting Date: 17th January 2024**

**Agenda Item:**

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

**Subject: Budget Outturn 2023/2024 & Proposed Budget & Precept 2024/2025**

### **1) Report**

The Town Council is required to undertake a robust annual budget process to:

- ✓ establish the level of funds required to deliver plans for the coming year;
- ✓ determine the level of reserves that should be maintained; and
- ✓ set the Town Council's precept for the coming year.

The City Council has recently notified that the Town Council's Tax Base for 2024/2025 (the figure which determines how much of the precept each Council Taxpayer is charged) is 1,747.27, a reduction of 37.72 on the 2023/2024 amount of 1,784.99. Parish and Town Council's are required to send their demands for their 2024/2025 precept to Lancaster City Council by 9<sup>th</sup> February 2024 so that the figures can be incorporated in the City Council's budget meeting on 28<sup>th</sup> February 2024.

The appended budget statement for 2024/2025 is the result of a detailed review by the Finance and Governance Committee with my advice and support. The budget process has taken account of discussions held at Committee meetings and Full Council since October on the Council's planned activities and services in 2024/2025.

The draft budget presented for consideration is the fifth version, an indication just how challenging the process has been to set a 'balanced budget' that delivers the Council's priorities against a background of escalating revenue costs across the board (most notably energy costs) and the cost of living which has put enormous pressure on everyone's 'disposable income'.

It is worth noting that the starting point to deliver all of the Town Council's plans resulted in a precept (difference between forecasted expenditure and income) of £380,638, representing an annual increase for a Band D property of some 276%!

As a result, Carnforth Town Council recently resolved to introduce a planned capital budget strategy in order to deliver plans on its main assets whilst mitigating the 'impact of sudden crippling costs in the next few years'. As part of that strategy, the Town Council is undertaking a professional feasibility study of Crag Bank Village Hall to determine what opportunities there are to modernise it; identify the costs of modernisation and produce a long-term maintenance programme for the building.

Capital expenditure at Crag Bank Village Hall only is included within the draft budget for 2024 / 2025.

Version 0.05 of the draft budget sets out the projected final figures (outturn) for the current financial year (April 2023 – March 2024) and budget estimates for 2024/2025.

The projected outturn for 2023/2024 indicates an adverse net expenditure of £17,359, mostly as a result of: inflation and significant increases in energy costs; successful delivery of an event to mark the King's Coronation and establishing Carnforth Civic Hall as a licensed premises. There has also been a general reduction in income from hire of council venues in 2023/2024.

This overspend will be absorbed within the Council's balances and Reserves/Contingencies. As such it is estimated that at the end of 2023/2024 there will be a carry forward in the region of £25,000.

Estimates for 2024/2025 have been produced on a 'continuation of services' basis, with the exception of a significant investment in developing Crag Bank Village Hall as resolved by Carnforth Town Council in December, including a detailed building survey and commissioning professional advice of external funding opportunities.

Taking account of planned Receipts and Payments for 2024/2023 the net payments amount to £182, 052. As well as the Town Council's normal activities and transactions (referred to as 'General Account'), the statement also sets out balances for the Council's Reserves.

In 2022/2023, Carnforth Town Council resolved to increase its Reserves to around 3/12th of revenue over a three year period. In 2024/2025 this would amount to a General Reserve of £45,513.

## 2) Conclusions

**Precept:** As set out in the appended statement, General Fund recurring expenses are estimated at £221,702 for 2024/2025, with receipts (excluding precept) of £39,650, representing a precept of £182,052.

Should Councillors resolve to demand this precept from Lancaster City Council the comparisons and implications for the precept for Band D Council Tax properties are set out in the following table.

Town Council Tax Calculations	2023 - 2024	2024 - 2025
	<b>£</b>	<b>£</b>
<b>Precept</b>	101,275	182,052
<b>Parish Tax Base</b>	1,784.99	1,747.27
<b>Band D Equivalent</b>	56.74	104.19
<b>Band D increase on previous year</b>	4.82	47.46
<b>Band D Increase %</b>	9.28%	83.64%

For Council Tax purposes properties are banded from A – H based on the valuation of properties from lowest to highest. Band D is the established base for reporting (being the median Band), however, the majority of properties in Carnforth, some 2083, are in Bands A – C with 485 in Bands D – H.

For properties in Bands A -C the weekly precept is from £1.34 to £1.78 with properties in Bands D – H ranging from £2.00 - £4.01 per week (the latter being one property).

**General Reserves.** The draft budget statement sets out the current and anticipated balances on the various earmarked reserves.

Inclusion of a General Reserve of £45,513 (3/12 of net expenditure) would add a further significant burden on taxpayers. As such, it is proposed to make no changes to General Reserves in 2024/2025 and to subsume other previously earmarked reserves into the amount of £25,000.

- 3) **Recommendations;** The recommendations of the Finance & Governance Committee as set out in the Minutes of their meeting on Wednesday 10<sup>th</sup> January are that:
- a) **Carnforth Town Council considers the draft budget statement and determines whether to make further changes or approve a precept of £182,052 for 2024/2025;**
  - b) **A target level for General Reserves of £25,000 is endorsed and that for 2024/2025 all other earmarked reserves are subsumed within this amount;**
  - c) **Subject to a) above the Town Mayor signs the formal demand to Lancaster City Council and that this be submitted by 9th February 2024 for the approved precept for the financial year April 2024 to March 2025;**
  - d) **A communications strategy is developed to support the budget and precept determined by Carnforth Town Council for the financial year 2024/2025, and:**
  - e) **That during 2024 / 2025 the Council develops its approved Capital Strategy and plans for a three-year planned budget and sustainable earmarked and general reserves covering that period.**

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

### RECEIPTS

Code	Title	Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
59	Precept	101,275	101,275	0	101,275	0		To be determined
58	Local Delivery Scheme	800	800	0	800	0	800	
71	Bank Interest (Income)	60	211	70	281	-221	300	
33	Film nights (Income)	1,250	2,667	333	3,000	-1,750	3,000	
52	Carnforth Civic Hall Hire	13,000	6,072	2,024	8,096	4,904	12,000	Propose to raise hourly rates to £20 (non contract) and £18 (contracted)
105	Crag Bank Village Hall Hire	21,000	12,440	3,110	15,550	5,450	18,000	Under 5's reduction in hours 2023
124	Highfield Allotments	0	273	0	273	-273	300	
43	Insurance Claim	0	1,834	0	1,834	-1,834	0	Water ingress at Crag Bank Village Hall
138	Civic Arms	0	279	121	400	-400	1,000	Civic Arms opened in November 2023
122	Kinas Coronation	0	350	0	350	-350	0	
96	Carnforth Fringe	0	250	0	250	-250	250	
83	Newsletter Sponsorship	4,000	0	0	0	4,000	4,000	Important that sponsorship is found in 2024/2025
<b>TOTAL RECEIPTS</b>		<b>141,385</b>	<b>126,451</b>	<b>5,658</b>	<b>132,109</b>	<b>9,276</b>	<b>39,650</b>	

### PAYMENTS

Code	Title	Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
<b>Administration</b>								
43	Insurance	1,629	2,001	0	2,001	-372	2,200	
45	Postage	105	0	50	50	55	55	
47	Printing & Stationery	315	475	102	577	-262	500	
85	Publications	53	4	26	30	23	30	
115	Hospitality	52	55	16	71	-19	70	
133	Premises Licence	0	643	0	643	-643	200	Cost in 2023/2024 includes initial application & officer training. Licence fee only after Year 1
<b>SUB TOTAL</b>		<b>2,154</b>	<b>3,177</b>	<b>194</b>	<b>3,371</b>	<b>-1,217</b>	<b>3,055</b>	

Allowances & Expenses		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
27	Members	52	39	11	50	2	55	
30	Mavor	600	600	0	600	0	600	
<b>SUB TOTAL</b>		<b>652</b>	<b>639</b>	<b>11</b>	<b>650</b>	<b>2</b>	<b>655</b>	

Bank		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
70	Service Charge	288	212	76	288	0	300	
<b>SUB TOTAL</b>		<b>288</b>	<b>212</b>	<b>76</b>	<b>288</b>	<b>0</b>	<b>300</b>	

Capital Expenditure		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
12	Carnforth Council Offices	0	0	0	0	0	0	
13	Carnforth Civic Hall	0	0	0	0	0	0	
65	War Memorial Gardens	0	0	0	0	0	0	
95	Crag Bank Village Hall	0	0	0	0	0	60,000	Options: Do nothing or seek external funding.
<b>SUB TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	
Carnforth Civic Hall		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
1	Electricity	1,800	1,912	638	2,550	-750	2,805	
2	Heating	2,500	1,769	590	2,359	142	2,594	
3	Water Rates	1,600	970	323	1,293	307	1,422	
4	Cleaning	1,300	919	306	1,225	75	1,347	
5	Repairs & Maintenance	1,200	652	217	869	331	950	
6	Waste & Recycling	1,800	836	278	1,114	686	1,226	
33	Film nights	600	1,303	197	1,500	-900	1,650	
114	NNDR	1,200	2,546	849	3,395	-2,195	3,735	
123	Live Theatre	0	0	0	0	0	0	
138	Civic Arms	0	571	79	650	-650	500	
<b>SUB TOTAL</b>		<b>12,000</b>	<b>11,479</b>	<b>3,477</b>	<b>14,956</b>	<b>-2,956</b>	<b>16,230</b>	
Civic Events		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
32	Remembrance Day	1,300	1,546	1,000	2,546	-1,246	0	Subsumed within Centenary project
34	Twinning Association	210	175	35	210	0	500	Proposed increase
69	Armed Forces Day	313	40	0	40	273	45	
75	VE Day	158	75	0	75	83	80	
136	King's Coronation	0	1,295	0	1,295	-1,295	0	
<b>SUB TOTAL</b>		<b>1,981</b>	<b>1,585</b>	<b>1,035</b>	<b>2,620</b>	<b>-2,185</b>	<b>625</b>	
Community Resilience Fund		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2023	Revised Estimate	Variance	Proposed Budget	Comments
86	Funds paid	0	24	0	24	-24	0	Delete in 2024
<b>SUB TOTAL</b>		<b>0</b>	<b>24</b>	<b>0</b>	<b>24</b>	<b>-24</b>	<b>0</b>	
Council Office		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
87	Repairs & Maintenance	150	26	24	50	100	55	
<b>SUB TOTAL</b>		<b>150</b>	<b>26</b>	<b>24</b>	<b>50</b>	<b>100</b>	<b>55</b>	
Crag Bank Village Hall		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
98	Gas & Electricity	6,300	10,563	3,521	14,084	-7,784	15,493	
100	Water Rates	387	1,507	0	1,507	-1,120	1,658	
101	Cleaning	654	657	193	850	-196	935	
102	Repairs & Maintenance	1,050	2,628	372	3,000	-1,950	1,500	Includes major repair to heating system in 2023/24
103	Waste & Recycling	1,470	721	240	961	509	1,057	
111	Grounds Maintenance	110	190	110	300	-190	330	
112	NNDR	2,813	2,169	723	2,892	-79	3,181	
137	Hvacine services	0	109	41	150	-150	165	
<b>SUB TOTAL</b>		<b>12,784</b>	<b>18,545</b>	<b>5,200</b>	<b>23,745</b>	<b>-10,961</b>	<b>24,319</b>	

Defibrillator		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
120	Supplies & Parts	105	396	104	500	-395	550	
	<b>SUB TOTAL</b>	<b>105</b>	<b>396</b>	<b>104</b>	<b>500</b>	<b>-395</b>	<b>550</b>	
Highfield Allotments		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
131	Repairs & Maintenance	0	64	36	100	-100	500	
	Waste & Recycling	0	0	0	0	0	500	Bin collection from 2024/2025
134	Rodent Control	0	320	0	320	-320	250	
	<b>SUB TOTAL</b>	<b>0</b>	<b>384</b>	<b>36</b>	<b>420</b>	<b>-420</b>	<b>1,250</b>	
ICT		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
36	Telephone & Broadband	1,275	1,425	475	1,900	-625	2,100	
37	Hardware	300	0	0	0	300	150	
38	Domain & Web-hosting	332	139	46	185	147	200	
39	Software	1,503	2,117	706	2,823	-1,320	3,100	Includes MS Office: Scribe and Canva
	<b>SUB TOTAL</b>	<b>3,410</b>	<b>3,680</b>	<b>1,227</b>	<b>4,907</b>	<b>-1,497</b>	<b>5,550</b>	
Newsletter		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
49	Printing	6,405	3,300	660	3,960	2,445	2,500	Reduce to a quarterly newsletter with 12 rather than 8 pages and/or introduce an e-newsletter
50	Distribution	1,260	2,000	400	2,400	-1,140	1,500	Price increase in 2023/2024
	<b>SUB TOTAL</b>	<b>7,665</b>	<b>5,300</b>	<b>1,060</b>	<b>6,360</b>	<b>1,305</b>	<b>4,000</b>	
Professional Fees & Services		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
40	Legal Services	0	400	100	500	-500	550	
41	Internal Audit Services	143	144	0	144	-1	150	
42	External Audit Services	420	420	0	420	0	460	
82	Planning Services	0	0	0	0	0	0	
94	Payroll Services	297	167	56	223	74	250	
113	Gas & Electrical Services	500	78	122	200	301	200	
135	Human Resources Services	0	804	268	1,072	-1,072	990	2023 includes initial one-off payment
	<b>SUB TOTAL</b>	<b>1,360</b>	<b>2,013</b>	<b>546</b>	<b>2,559</b>	<b>-1,199</b>	<b>2,600</b>	
Projects		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
91	Eden Project	500	0	0	0	500	500	
96	Carnforth Fringe	0	547	0	547	-547	500	
122	King's Coronation	8,000	7,533	0	7,533	467	0	
128	Facilities Management Assessment	5,000	0	0	0	5,000	3,000	Reduction part paid on 2023/24
	D-Day 80	0	0	0	0	0	1,000	One-off event 2024/2025
	Cenotaph centenary	0	0	0	0	0	5,000	One-off event 2024/2025
	Speed Indicator device(s)	0	0	0	0	0	0	Pay from CBF
	<b>SUB TOTAL</b>	<b>13,500</b>	<b>8,080</b>	<b>0</b>	<b>8,080</b>	<b>5,420</b>	<b>10,000</b>	

Property & Environment Committee		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
58	Local Delivery Scheme	800	5	795	800	0	800	
61	Grounds Maintenance	1,838	1,082	418	1,500	338	1,500	
90	Alexandra Park	105	100	0	100	5	100	
106	Assets Management	3,000	2,757	243	3,000	0	3,000	Purchase a PA system in 2024/2025
130	Civic Arms Bar	0	842	0	842	-842	0	One off costs in 2023/2024
<b>SUB TOTAL</b>		<b>5,743</b>	<b>4,786</b>	<b>1,456</b>	<b>6,242</b>	<b>-499</b>	<b>5,400</b>	
Salaries & Expenses		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
17	Operations	25,000	16,518	5,506	22,024	2,976	25,000	
18	Administration	32,000	26,593	8,864	35,457	-3,457	39,000	
80	PAYE	20,000	13,137	4,379	17,516	2,484	19,000	
<b>SUB TOTAL</b>		<b>77,000</b>	<b>56,248</b>	<b>18,749</b>	<b>74,997</b>	<b>2,003</b>	<b>83,000</b>	
Subscriptions		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
44	NALC/LALC	733	690	0	690	43	750	
89	Rural Services Partnership	119	115	0	115	4	125	
93	SLCC	237	288	0	288	-51	310	
129	LANPAC	0	50	0	50	-50	55	
132	ICO	0	35	0	35	-35	40	
<b>SUB TOTAL</b>		<b>1,089</b>	<b>1,178</b>	<b>0</b>	<b>1,178</b>	<b>-89</b>	<b>1,280</b>	
Town Development & Planning		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
109	Town Development	1,500	150	150	300	1,200	1,000	
117	Great Big Green Week	750	0	0	0	750	0	
118	bp Pulse tariff	2,500	694	0	694	1,806	0	Council not funding in 2024/2025
<b>SUB TOTAL</b>		<b>1,500</b>	<b>844</b>	<b>150</b>	<b>994</b>	<b>3,756</b>	<b>1,000</b>	
Training		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
23	Facilities Manager	100	179	0	179	-79	150	
24	Town Clerk	250	0	0	0	250	250	
25	Outdoor Maintenance Officer	100	0	50	50	50	100	
29	Members	1,000	69	217	286	714	500	
127	Administrative Clerk	0	0	100	100	-100	100	
<b>SUB TOTAL</b>		<b>1,450</b>	<b>248</b>	<b>367</b>	<b>515</b>	<b>935</b>	<b>1,100</b>	
War Memorial Gardens		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
51	Electricity	504	427	239	666	-162	733	
62	Sweeping & Weeding	1,800	1,350	450	1,800	0	0	CTC to cover from 2024
<b>SUB TOTAL</b>		<b>2,304</b>	<b>1,777</b>	<b>689</b>	<b>2,466</b>	<b>-162</b>	<b>733</b>	
<b>TOTAL PAYMENTS</b>		<b>145,130</b>	<b>79,073</b>	<b>66,553</b>	<b>145,526</b>	<b>-8,083</b>	<b>221,702</b>	
<b>NET RECEIPTS / PAYMENTS</b>		<b>-139,081</b>	<b>-33,932</b>	<b>48,617</b>	<b>14,586</b>	<b>-17,359</b>	<b>182,052</b>	

Reserve Balances		Approved Budget	Actual to 31/12/2023	Forecast to 31/03/2024	Revised Estimate	Variance	Proposed Budget 2024/25	Comments
35	Local & By-Elections	0	240	240	240	-240	0	
66	Neighbourhood Plan	1,500	0	0	0	1,500	0	
107	Emergency Planning	625	0	0	0	625	0	
108	General Reserves	25,000	0	0	0	25,000	25,000	
	<b>SUB TOTAL</b>	<b>27,125</b>	<b>240</b>	<b>240</b>	<b>240</b>	<b>26,885</b>	<b>25,000</b>	

Town Council Tax Calculations	2023 - 2024	2024 - 2025
	£	£
<b>Precept</b>	101,275	182,052
<b>Parish Tax Base</b>	1,784.99	1,747.27
<b>Band D Equivalent</b>	56.74	104.19
<b>Band D increase on previous year</b>	<b>4.82</b>	<b>47.46</b>
<b>Band D Increase %</b>	<b>9.28%</b>	<b>83.64%</b>



# Carnforth Town Council

## Planning Application Comments & Decisions

### January 2024 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>23/00872/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>23/00883/FUL:</b> Demolition of existing stable block and of a detached two-storey garage with annex over – Rig Lea, Netherbeck, Carnforth, LA6 1AA	Support the planning application in principle	Awaiting Decision
<b>23/01096/FUL:</b> Erection of a detached building – 2 Windermere Road, Carnforth LA5 9AR	Support the planning application in principle	Application Permitted

# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Draft Minutes of the meeting held on Monday 8<sup>th</sup> January 2024

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

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

**24001 Apologies:** There were no apologies

**24002 Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.

**24003 Urgent Business:** The Town Clerk reported on the actions taken following notification by Councillor Gardner that a building on Warton Road was in a potentially dangerous state and that debris had fallen from it. Councillors were advised that Lancashire Fire & Rescue Service had quickly attended the building to make it safe and that Lancaster City Council has subsequently taken responsibility of ensuring that the building and its owner complies with building regulations. Lancaster City Council have been asked to keep Carnforth Town Council informed and to advise on the wider issue around the impact of heavy traffic on buildings in the immediate area.

A post was put out on the Town Council's social media platforms informing people of the danger and action taken.

It was then **RESOLVED that Councillor Gardner and the Town Clerk be thanked for their prompt and effective action.**

**24004 Minutes:** It was **RESOLVED that the Minutes of the meeting held on Monday 4<sup>th</sup> December 2023 be accepted.**

**24005 Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** There were no updates in addition to matters included within the Committee agenda .

**24006 Planning Applications:** The Committee considered the following planning applications:

Planning Applications	
Application No:	Description
	No planning applications to consider

**Traffic Regulation Orders:**

Highfield Road – 12<sup>th</sup> January 2024 09:30 to 15:30 to allow telegraph pole renewal works to be carried out

Borwick Lane, Warton – 25<sup>th</sup> January 2024 09:30 to 15:30 to allow telegraph pole replacement works to be carried out

**It was RESOLVED that the traffic regulations be noted.**

**24007 Pre-Application Engagement Forum:** The Town Clerk reminded Councillors that he had previously forwarded outline details of a virtual pre-application engagement forum to be held on 16<sup>th</sup> January. Representatives from Carnforth Town Council had been invited to attend along with Ward Councillors and Members from Lancaster City Council’s Planning Committee.

The pre-engagement forums provide an opportunity for applicants of major, strategic developments to present and develop their proposals with stakeholders prior to making a formal planning application.

Councillors were advised that details of the proposed development are presently ‘restricted’ and that following a request to be involved the Town Mayor, Councillor Grisenthwaite and the Town Clerk with represent Carnforth Town Council at the meeting.

It was then **RESOLVED that the pre-application engagement forum be noted and a further update/report provided in due course and when current restrictions have been removed.**

**24008 Budget monitoring:** The Town Clerk presented the budget monitoring report as at Month 9 (ended 31<sup>st</sup> December 2023) for the Cost centres managed by this Committee. There had been no change from the previous month with an 82% (£3,906) underspend against the budget allocated to this committee.

The Town Clerk reported that, as instructed, arrangements have been made for Carnforth Town Council to withdraw from the Co-wheels scheme.

It was then **RESOLVED that the budget monitoring for 2023 / 2024 Month 9 and actions taken be noted.**

**24009 Town Development:** The committee considered the following events, updates and opportunities:

- 1) **Carnforth Fringe:** Councillor Smith provided a short update on interest being shown by groups and potential participants of the Carnforth Fringe to be held in July 2024. Carnforth Chamber of Trade have confirmed that they will be making a financial contribution towards the costs of running the event.

Following completion of a design, an order will be placed for three re-usable banners for the 2024 Carnforth Fringe.

- 2) **D-Day 80:** The Town Clerk reported that, as requested, Carnforth Town Council's interest in the official D-Day 80 celebrations had been formally registered with the King's Pageant master.

The D-Day 80 Working Group have not yet formally met to co-ordinate Carnforth Town Council's involvement but it will work closely with Lancaster City Council going forward to coordinate plans.

The Town Clerk reported that the draft budget for the financial year 2024 / 2025 incorporates a budget for this event.

- 3) **War Memorial Gardens – Centenary 2024:** Councillors Laurence reported that further meeting of the Working Group will be held in January 2024 (date to be confirmed) to take plans forwards.

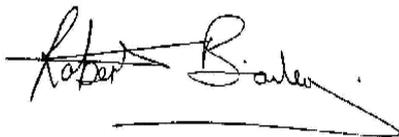
The Town Clerk reported that the draft budget for the financial year 2024 / 2025 incorporates a budget for this event.

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

**24010 Public Highways & Open Spaces:** There was a discussion on issues relating to the arrangements for the collection of waste from the bin now located adjacent to the Canal Turn Public House and the ongoing matter about the poor state of the road markings at the Crag Bank roundabout

It was **RESOLVED that the update be noted with any progress being reported to the next Committee meeting.**

**24011 Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 5<sup>th</sup> February 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 9<sup>th</sup> January 2024 at 5:30pm

**Present:** Councillors Richmond (Chair); Gardner; Grisenthwaite; Hanna, Laurence, Parker and Roe.

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

**24001 Apologies:** Apologies were received from Councillor Bromilow.

**24002 Declaration on interests and dispensations:** There were no declarations of interest directly relating to items on the agenda

**24003 Urgent Business:** There were no matters of urgent business not covered by the Committee agenda.

**24004 Minutes:** It was **RESOLVED that Minutes of meeting held on Tuesday 5<sup>th</sup> December 2023 be approved.**

**24005 Public participation and information only updates:** There were no members of the public present.

**Actions & Updates:** The Town Clerk reported that four potential website providers had been shortlisted and that their proposals would be subject to a formal interview on Wednesday 10<sup>th</sup> January with a recommendation being made to the Finance and Governance Committee in line with their delegated authority in relation to the Council website.

It was reported that, as requested, the cost for scaffolding to enable external repair and maintenance work to be carried out on the Market Street Clock had been sought. However, following a subsequent discussion with the proprietor of Carnforth Station Hotel he had offered to provide and erect the required scaffolding.

**ACTION: Town Clerk to establish whether highways and health and safety permissions are required to enable scaffolding to be erected and that a risk assessment is undertaken before any works are carried out.**

It was reported that Booths Estates had commissioned works to cut back and maintain the trees adjacent to Ashtrees Way as requested by Carnforth Town Council before any consideration be given to the Council taking on this responsibility for a fee, to be determined.

**ACTION: That consideration of Carnforth Town Council's capacity to undertake this work and associated risks be considered in due course.**

**24006 Carnforth (Highfield) Allotments:** The Town Clerk reported that a review of the study commissioned by Lancaster City Council of all allotments in the district, including Highfield, Carnforth is expected in March/April.

Arrangements will be made in March for the purchase and delivery of green and domestic bulk bins to be located at the site.

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

**24007 Environment & Public Realm:** It was reported on works carried out in the last month and planned work in the coming weeks. Some matters that need the attention of Lancaster City or Lancashire County Council have been identified for follow-up.

There was a discussion on works that had recently been carried out by a local business on a public rights of way following discussions with Lancashire County Council.

The Outdoor Maintenance Officer reported that the works had been completed to a good standard.

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

**24008 Civic Hall:** The Facilities Manager had nothing to report on the fabric of the building or operational matters.

The Town Clerk reported on the usage of each of the Council venues as a percentage of all bookings, being: Crag Bank Village Hall – 50.13%; Carnforth Civic Hall – 31.49% and the Civic Hall meeting room 18.31%.

Overall the percentage occupancy rate (number of occupied rooms / total number available) over the year-to-date totals just 17.35%.

There followed a further discussion on the reasons for this and actions being taken / planned to improve the rate, including establishing Carnforth Civic Hall as a licensed premises and proposed future investment in both Crag Bank Village Hall and Carnforth Civic Hall. It was acknowledged that the occupancy rate is a useful indicator of how each venue is performing.

It was then **RESOLVED that the update be noted and that the 'Occupancy Rate' be periodically reported so that the impact of actions can be monitored and improvements made as required.**

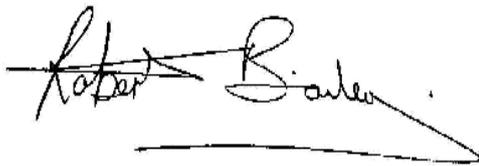
**24009 Crag Bank Village Hall:** The Town Clerk reported that following commissioning of architects to carry out a feasibility study of Crag Bank Village Hall a programme of works had been drawn up, with an 'Options report' expected to be made available in April.

The Town Clerk and Facilities Manager reported on further problems, disruption and resulting complaints and many actions taken over the Christmas break and when users returned on 8<sup>th</sup> January.

It is hoped that the problem(s) have finally been resolved but the issue has had a negative impact on income generation, the standard of the venue and the wellbeing of Council staff. After some comments, it was **RESOLVED that the updates and actions be noted and the situation closely monitored.**

**24010 Budget:** The Town Clerk reported on the budget position as at 31<sup>st</sup> December 2023 (Month 9) for budgets headings under the responsibility of the Project & Environment Committee. It was noted that 14% (£956.52) of the Committees budget remains. It was then **RESOLVED that the budget update be noted**

**24011 Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 6<sup>th</sup> February 2024 at 5:30pm.** The meeting closed at 6:15pm

A handwritten signature in black ink, appearing to read "Robert B. Baker". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Town Clerk and Responsible Finance Officer

# FINANCE & GOVERNANCE COMMITTEE

## Draft Minutes of the meeting held on Wednesday 10<sup>th</sup> January 2024

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

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

<b>24001</b>	<b>Apologies:</b> Apologies were received from Councillor Jones.
<b>24002</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>24003</b>	<b>Urgent Business:</b> There were no items of urgent business not covered by the Committee agenda.
<b>24004</b>	<b>Minutes:</b> It was <b>RESOLVED that the Minutes of the meeting held on Wednesday 13<sup>th</sup> December be approved.</b>
<b>24005</b>	<b>Actions &amp; Updates:</b> The Town Clerk reported that the adopted Sponsorship Policy has been posted on Carnforth Town Council's website.
<b>24006</b>	<b>Payments List:</b> The Town Clerk presented a list of payments awaiting authorisation. It was <b>RESOLVED that all payments list be recommended to Carnforth Town Council for approval.</b>
<b>24007</b>	<b>Budget Monitoring &amp; Bank Reconciliation:</b> The Committee considered the following reports: <ol style="list-style-type: none"><li><b>Bank Reconciliation:</b> Councillors considered the <i>Bank Reconciliation Report</i> as at 31<sup>st</sup> December 2023 (Month 9). Reconciled balances as at that date were £61,592.</li><li><b>Summary Report:</b> Councillors also considered the detailed <i>Summary Report of Receipts and Payments</i> as at 31<sup>st</sup> December 2023.</li></ol> Attention had previously been drawn to budget headings where there are significant variances between planned and actual income and expenditure and actions put in place where necessary. It was noted and accepted that the cost of the premises licence – currently under the cost centre for Administration – should be shown against expenditure for Carnforth Civic Hall so that the full costs associated with the building are in one place. It was reported that at the end of Quarter 3, 71.7% of the approved budget has been spent. It was then <b>RESOLVED that financial reports as at 31<sup>st</sup> December 2023 be noted.</b>
<b>24008</b>	<b>Draft Budget 2024 / 2025 &amp; Precept:</b> The Committee considered version 5 of the draft budget and precept for 2024 / 2025 and the Clerk's Report (see agenda pack) in detail. The report sets out the starting point of the budget review and the latest position following actions directed by Councillors since October.

It was acknowledged that the latest version represents a robust budget process to:

- establish the level of funds required to deliver Carnforth Town Council's services and plans for the coming year;
- determine the level of reserves needed to provide a sufficient contingency to mitigate the financial risks facing the Council in future year, and;
- set the Town Council's budget and precept for the coming year.

Councillors noted that the forecasted outturn for the financial year 2023 / 2024 indicates an overspend against budget of £17,359, largely due to increased energy costs and lower than expected income from the hire of Town Council buildings.

Considering the precept needed to deliver Carnforth Town Council plans and services in 2024 / 2025 the latest version indicates that Carnforth Town Council will need a precept of £182,052 (Estimated payments less estimated income).

The draft budget and Clerk's Report sets out the impact of the increase on the previous year and the cost per week to each property band in Carnforth. Band D (the established base for reporting by parish and town councils) equates to an annual cost of £104.19 per annum (£2 per week). Councillors were asked to note that 81% of properties in Carnforth are in Bands A – C and that the weekly precept for properties in these bands ranges from £1.34 to £1.78.

The Clerk reminded Councillors that in 2021 / 2022 it was resolved to increase Reserves over the next three years to the level set out in 'The Practitioners' Guide' issued by the Joint Panel on Accountability and Governance (JPAG). The Clerk's report sets out that the amount of Reserves planned for 2024 /2025 falls short of this representing a financial risk that Carnforth Town Council will need to manage.

After much discussion, it was then **RESOLVED that:**

- 1) Carnforth Town Council considers the draft budget statement and determine whether to make further changes or approve a precept of £182,052 for 2024/2025;**
- 2) A target level for General Reserves of £25,000 is endorsed and that for 2024/2025 all other earmarked reserves are subsumed within this amount;**
- 3) Subject to 1) above the Town Mayor signs the formal demand to Lancaster City Council and that this be submitted by 9th February 2024 for the approved precept for the financial year April 2024 to March 2025;**
- 4) A communications strategy is developed to support the budget and precept determined by Carnforth Town Council for the financial year 2024/2025, and:**
- 5) That during 2024 / 2025 the Council develops its approved Capital Strategy and plans for a three-year planned budget and sustainable earmarked and general reserves covering that period.**

**24009 Domain hosting and website:** Councillors were informed that the Town Mayor and Town Clerk had completed their assessment of the shortlisted four website providers based on their written proposals and a 'virtual' interview with each.

In recommending the preferred solution from Netwise UK it was explained that this company was the only one that specifically designs and supports websites for parish / town councils and represented the best value for money (lowest cost). It was reported that their websites are simple to update and use and will ensure that your Council's online presence will be secure and fully compliant with the Local Authority Transparency Code, GDPR requirements and local government accessibility standards.

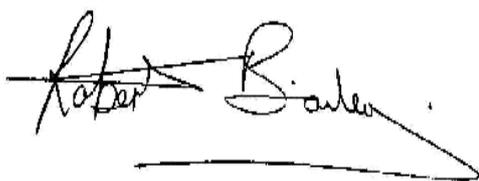
Councillors were also advised that, as part of their package, Netwise can host Carnforth Town Council's current domain or provide another secure UK based hosting. Netwise advised that whilst a gov. domain is not currently mandatory this is expected to change in 2024 for local councils providing a much higher level of security and enhancing the Council's reputation as a local authority.

After some questions, it was **RESOLVED that Netwise UK be appointed as website providers and that Carnforth Town Council be recommended to approve a gov. domain name (carnforthtowncouncil.gov.uk).**

**24010 Community Benefit Fund:** There were no applications to consider.

**24011 Items for next Agenda:** Review of hire and service charges from April 2024; Implementation of approved budget and precept for financial year 2024 /2025.

**24012 Date of next meeting:** The next scheduled meeting of Finance & Governance Committee is **Wednesday, 14<sup>th</sup> February 2024 at 5:30pm.** The meeting closed at 6:25pm.



Town Clerk & Responsible Financial Officer

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
326 Operations	22/12/2023		Unity Trust - Current	BACS	Salaries	Staff	Z	70.00		70.00
326 Administration	22/12/2023		Unity Trust - Current	BACS	Salaries	Staff	Z	447.38		447.38
										<b>517.38</b>
331 CBVH - Repairs & Maintenance	22/12/2023		Unity Trust - Current	BACS	Electrical services	Barn Electrical Solutions	S	75.00	15.00	90.00
331 CBVH - Repairs & Maintenance	22/12/2023		Unity Trust - Current	BACS	Electrical services	Barn Electrical Solutions	S	80.00	16.00	96.00
										<b>186.00</b>
332 CCH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	82.37	16.47	98.84
332 CBVH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	82.37	16.48	98.85
332 CCH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	124.42	24.88	149.30
332 CCH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	10.43	2.09	12.52
332 CCH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	-31.03	-6.20	-37.23
332 CCH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	-7.52	-1.50	-9.02
332 CBVH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	-7.53	-1.50	-9.03
332 CBVH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	-31.03	-6.20	-37.23
332 CBVH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	10.42	2.08	12.50
332 CBVH - Cleaning	02/01/2024		Unity Trust - Current	BACS	Cleaning & catering supplies	Thomas Graham	S	124.42	24.88	149.30
										<b>428.80</b>
333 Grounds Maintenance	02/01/2024		Unity Trust - Current	BACS	Plants & Flowers	Laburnham Nurseries Ltd	S	32.23	6.45	38.68
										<b>38.68</b>
355 CCH - Repairs & Maintenance	05/01/2024		Unity Trust - Current	BACS	Intruder & Fire Alarm servicing	Westmorland Fire & Security	S	163.45	32.69	196.14
355 CCH - Repairs & Maintenance	05/01/2024		Unity Trust - Current	BACS	Intruder & Fire Alarm servicing	Westmorland Fire & Security	S	105.00	21.00	126.00
										<b>322.14</b>
356 CCH - Film Nights	09/01/2024		Unity Trust - Current	BACS	Film hire	Eden Arts	S	105.00	21.00	126.00
356 CCH - Film Nights	09/01/2024		Unity Trust - Current	BACS	Film hire	Eden Arts	S	105.00	21.00	126.00
										<b>252.00</b>
358 WMG - Sweeping & Weeding	12/01/2024		Unity Trust - Current	BACS	Cleaning	Moore 'n' Wife	Z	540.00		540.00
										<b>540.00</b>
<b>Total</b>								<b>2,080.38</b>	<b>204.62</b>	<b>2,285.00</b>



# Carnforth Town Council Correspondence – January 2024 meeting



<b>Date</b>	<b>Sender</b>	<b>Topic</b>
12/12/2023	Lancashire County Council	Temporary Prohibition of through traffic - Borwick Lane, Warton
18/12/2023	Town Clerk	Carnforth Town Council meeting - additional agenda papers
29/12/2023	Lancashire County Council	Immediate Road Closure - Walmsley Street, Carnforth - 29/12/2023 to 02/01/2024
02/01/2024	Town Clerk	Dangerous building – Warton Road
03/01/2024	Town Clerk	Draft Minutes Carnforth Town Council meeting - December 2023
03/01/2024	Town Clerk	Town Development & Planning Committee Agenda pack
03/01/2024	Town Clerk	Property & Environment Committee agenda pack
03/01/2024	Carnforth Conservative Club	Letter regarding - Dangerous building – Warton Road
03/01/2024	Town Clerk	Heating issues – Crag Bank Village Hall
04/01/2024	Lancaster City Council	Community Opportunities for January 2024
07/01/2024	Town Clerk	Finance & Governance Agenda pack & draft budget and precept
08/01/2024	Town Clerk	Carnforth Express – request for articles
08/12/2023	Town Clerk	Spam emails