

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07828254149
Email: 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 21st June 2023 at Carnforth Council Offices, 46 – 48 Market Street, Carnforth LA5 9LB

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 Proper Officer before 10am on the day of the meeting by email to: 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 21st JUNE 2023 at 6:30pm at

CARNFORTH COUNCIL OFFICES

- 23064. Apologies:** To receive apologies
- 23065. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 23066. Co-option:** To consider appointment Mrs Kath Bromilow and Mrs Paula Gardner
- 23067. Urgent Business:** To consider matters of urgent business
- 23068. Minutes:** To consider Minutes of the meeting held on 17th May 2023
- 23069. 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 & Neighbourhood Policing Partnerships Officer
 - 4) Reports from outside bodies
- 23070. 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
23/00620/FUL	Erection of two-storey side extension – 28 Langdale Road, Carnforth LA5 9AU Recommendation: Support in principle
23/00540/FUL	Installation of solar panels to the south facing roof slope – 9 Market Street, Carnforth LA5 9JX Recommendation: Support in principle
23/00615/FUL	Change of use of first and second floor office & storage space to two 2-bed flats, construction of a raised roof to the rear, installation of shop frontage, infilling of window to front elevation, replacement windows to front and rear and installation of doors to the rear with separate access to shop and flats – 3 Scotland Road, Carnforth LA5 9JY Not yet considered



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 23071. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 23072. Town Development & Planning Committee:** To consider report of committee meeting held on 12th June 2023 (See Agenda Pack)
- 23073. Property & Environment Committee:** To consider report of Committee meeting held on 13th June 2023 (See Agenda Pack)
- 23074. Finance & Governance Committee:** To consider report of Committee meetings held on 14th June 2023 (See Agenda Pack)
- 23075. Payments for Authorisation:** To consider for approval payments awaiting authorisation (See Agenda Pack)
- 23076. Correspondence:** To consider correspondence received since the last meeting (To follow)
- 23077. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 23078. Date of next meeting:** Wednesday 19th July 2023 at 6:30pm

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

Town Clerk & Responsible Finance Officer

16 June 2023

Tel: 07828254149 Email: clerk@carnforhtowncouncil.org



Carnforth Town Council

Minutes of meeting held on 17th May 2023 at 7:00pm at Carnforth Council Offices

Present: Councillors Grisenthwaite (Town Mayor); Hanna; Laurence; Jones; Parker; Richmond and Roe

In attendance: Bob Bailey, Town Clerk & Responsible Finance Office and County Councillor Phillippa Williamson and one resident

23047 Apologies: Apologies were received and accepted from Councillors Gardner, Turner and Smith.

23048 Declaration on interests and dispensations: Councillor Roe declared an interest as a trustee of the Carnforth Station Trust on any discussions relating to the Carnforth Fringe as one of the proposed venues is the Furness Hall at Carnforth Station. As a member of the Salvation Army, Councillor Jones declared an interest on any relevant discussions relating to them.

23049 Urgent Business: There were no urgent matters of business not covered in the agenda.

23050 Minutes: It was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 15th March 2023 be approved.**

23051 Adjournment for public discussion and information only updates:

1) Public Discussion: A representative from Carnforth Cricket Club provided an update on the project to install cricket nets at the club and the crowdfunding arrangements being made to help with funding the project. Councillors were informed that the Cricket Club intend to make an application for financial support through the community benefit fund in due course. Councillors asked several questions about the project.

ACTION: Any application received to be considered by the Finance and Governance Committee for recommendation to Carnforth Town Council in due course.

2) Councillor updates / matters: The Town Mayor reported on Carnforth Town Council's the 'tremendous achievement' in bringing the Carnforth Big Coronation Weekend celebrations to the town, including a live screening of the Coronation on 6th May; the excellent Big Coronation Lunch on 7th May and the Coronation Big Help Out on 8th May. The Big Coronation Lunch and Big Help out had been well attended and received very positive comments from residents, businesses and visitors.

The Town Mayor acknowledged the collaboration and help of both Lancaster City and Lancashire County Council and community groups and thanked Councillors, staff and volunteers for their efforts over the whole weekend.

Councillors supported the Town Mayors comments and recognised that over the last few years the Town Council had built a positive reputation for delivering events in the town.



Carnforth Town Council

As this was the first meeting of the new Council following local elections, Councillors generally raised matters that as representatives of the Carnforth and Crag Bank Communities they would like the Town Council to consider in the coming year, such as:

- Tackling potholes;
- On-street and residents parking;
- Protecting nature and the environment;
- Ongoing delivery of the Carnforth Neighbourhood Plan

3) **Reports of Ward & County Councillors:** County Councillor Phillippa Williamson reported on the launch of the Lancashire Artist of the Year and Lancashire Choir of the Year in recent weeks. She also commented on available funding for community projects from County Councillors and for culture or sports projects through Crowd Fund Lancashire where Lancashire County Council could pledge up to £20k towards projects as well as help raise funds through crowdfunding.

There was also a brief update on engineering works to be undertaken by Lancashire County Council and the Canal and Rivers Trust.

There followed some questions on the funding arrangements.

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

Chamber of Trade are running an Arts and Craft Exhibition on 12th August.

The Twinning Association visit to Sailly sur la Lys is going ahead between 24th and 29th August.

Councillor Jones provided an update on the Carnforth Carnival on 1st July at Carnforth High School. Unlike previous years, there will be no parade this year. Carnforth Town Council have been invited to the event, which will be opened by the Town Mayor.

ACTION: Carnforth Town Council to set up a gazebo at the Carnforth Carnival.

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

23052 2022/23 Annual Governance & Accountability Return (AGAR) & Final Accounts:

The Town Clerk presented a report setting out the statutory requirement to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts, known as the Annual Governance and Accountability Return (AGAR).

The deadline for submission of the AGAR is 30th June 2023.



Carnforth Town Council

Links to the draft AGAR and all the supporting documentation as at 31st March 2023 were appended to the report. These included:

- 1) Internal Auditor's report for the year ended 31st March 2023;
- 2) Accounting Systems Reports: Bank Reconciliation; Annual Return; Reserves; Explanation of Variances between year ended 31st March 2022 and 2023
- 3) Annual Governance & Accountability Return incorporating Annual Governance Statement (Section1) and Accounting Statements for 2022/2023

It was reported that the approved AGAR must be published following approval, providing a public right of inspection period of 30 working days. The proposed timetable for the Council to meet the reporting requirements and statutory deadlines was as follows.

Completion of the annual review, internal audit and approval of the accounts	17/05/23 Annual Meeting
Public rights of inspection period	19/06/23 to 28/07/23 (inclusive)

The draft AGAR contains the Annual Internal Audit Report for 2022/23 (essentially a checklist of the internal control standards) which is supported by a detailed report by the competent and independent Internal Auditor appointed by the Town Council.

The Internal Auditor had once again given a highly positive response to each of the 14 internal control standards set out in the statement and congratulated the Town Council on its high standards of governance and financial management during another challenging year and whilst taking on further operational responsibilities.

The Internal Auditor concluded that the '*Council has established all the elements necessary to provide a sound system of internal control, and these have operated effectively to provide assurance as to the accuracy of the accounts*'.

The Town Clerk reported that reserves at the end of the financial year were £59.6k including £8.2k held in earmarked reserves. This represents a reduction of circa £29k on the level of balances at 31/03/2022, the result of unanticipated levels of spending caused by sudden and increasing inflationary pressures during the year. These inflationary pressures posed a significant financial challenge over the past 12 months and the Internal Auditor commented that it was to the Council's credit that the ongoing risks were recognised and addressed in setting the 2023/24 budget and precept.



Carnforth Town Council

The Town Clerk advised that continuing inflation will inevitably place further pressure on the Council's finances and its reserves making it increasingly important for effective financial monitoring and clarity about spending priorities and appropriate levels of general reserve.

The Town Mayor thanked Councillors and the Town Clerk for their management of the Council finances and governance during 2022/2023 whilst supporting the view that the Council must ensure that general reserves remain sufficient to cover any such unforeseen risks and costs.

After some general comments, it was then **RESOLVED that:**

- 1) The Internal Auditor's report is accepted and recommendation noted and acted upon by the Finance & Governance Committee.**
- 2) That Section 1 of the AGAR – the Annual Governance Statement 2022/23 is approved.**
- 3) That Section 2 of the AGAR – Accounting Statements 2022/23 is approved.**
- 4) That the period for the exercise of public rights to inspect the accounts is set as Monday 19th June to Friday 28th July 2023 inclusive**

23053 Insurance: The Town Clerk reported that the Council's insurance is due for renewal. Councillors were reminded that the Council had entered into a five year agreement with Zurich Insurance PLC of which 2023/2024 will be year two.

The Town Clerk advised that he had checked the details of the Council's insurance cover, including public liability and assets cover and found it be satisfactory for the Town Council's needs following an extensive review by Finance & Governance Committee prior to 2022/2023. There being no questions, it was **RESOLVED that renewal for 2023/2024 be approved.**

23054 Planning applications & statutory consultations: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
23/00424/CU	Change of use of ground floor shop/takeaway to residential flat – 114 Kellet Road Carnforth LA5 9LS
23/00475/FUL	Erection of a single story side extension and construction of external steps – Elpha House, Netherbeck, Carnforth LA6 1AA

It was **RESOLVED that that Planning Applications be supported in principle.**



Carnforth Town Council

23055 Planning Authority Decisions: Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered. Two long-standing planning applications are awaiting a decision and three, supported in principle by the Town Council had been permitted.

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

23056 Property & Environment Committee: There was nothing to report as the May meeting of the committee was not quorate.

23057 Finance & Governance Committee: There was nothing to report as the May meeting of this committee was cancelled.

23058 Payments for Authorisation: Councillors considered the payments awaiting authorisation and there being no questions it was **RESOLVED that payments as set out be authorised**

23059 Town Development & Planning Committee: Councillor Parker reported on the recommendations and actions arising from the meeting of the Town Development & Planning Committee held on 15th May 2023, including:

- 1) **Carnforth Big Coronation Weekend:** It was reported that the events over the weekend of the King's Coronation had been highly successful, especially the Coronation Big Lunch that was well attended and received excellent feedback.
- 2) **Planning Applications:** Recommendations were made to 'Support in Principle' Planning Applications 23/00424/CU and 23/00475/FUL.
- 3) **Carnforth Fringe:** Councillor Laurence reported on progress being made on the arrangements for the Carnforth Fringe with further updates expected soon including a draft programme of entertainers performing over the period 14th – 16th July.
After some discussion it was **RESOLVED that a Working Group be established specifically for this event led by Councillors Laurence and Smith and involving representatives from the Carnforth Chamber of Trade as required.**
- 4) **War Memorial Gardens – Centenary:** Nothing further to report but a meeting of the working group is planned in the coming weeks
- 5) **Great Big Green Week (GBGW):** The GBGW is the UK's biggest celebration of community action to tackle climate change and protect nature. GBGW will be held between 10th and 18th June. Town Development & Planning Committee resolved to run a 'Carnforth Green Day' on Saturday 17th June from 10am to 1pm at Crag Bank Village Hall along with a Big Clean Up (date to be confirmed).



Carnforth Town Council

The Town Clerk and Administrative Officer will also signpost local business and schools to the online resources available to support activities aimed at tackling climate change and protecting our environment.

- 6) **Public Highways and Open Spaces:** Concerns were raised about the danger presented by the junctions at North Road and New Street and Lancaster Road

ACTION: Concerns to be reported to where drivers often do not see the traffic signals or try to join the traffic in the A6 before the lights change

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

23060 Annual Town Assembly: The Town Clerk reported that all arrangements had been made for the Annual Town Assembly on 1st June 2023.

23061 Correspondence: Nothing reported.

23062 Items for next Agenda: Councillor Jones requested that a revised Order of Seniority of Councillors be presented at the next meeting.

23063 Date and time of next meeting: The next meeting of the 'ordinary' Town Council will be held on Wednesday 21st June 2023 at 6:30pm.

The meeting closed at 8:15pm

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Town Clerk & Responsible Finance Officer

Chair:

Date: 15th June 2023



Carnforth Town Council

Planning Application Comments & Decisions

June 2023 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
19/00541/OUT: 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
21/00899/HYB: 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
23/00424/CU: Change of use of ground floor shop/takeaway to residential flat – 114 Kellet Road Carnforth LA5 9LS	Support the planning application in principle	Awaiting Decision
23/00475/FUL: Erection of a single story side extension and construction of external steps – Elpha House, Netherbeck, Carnforth LA6 1AA	Support the planning application in principle	Awaiting Decision

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 12th June 2023

Present: Councillors Parker (Chair), Grisenthwaite, Hanna; Laurence, Turner Roe and Smith

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer and one resident

23051 **Apologies:** There were no apologies

23052 **Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensation on items on the agenda.

23053 **Urgent Business:** The Town Clerk reported that he had received complaints from residents about piling work being undertaken on the Rowland Homes site early on the previous Sunday morning. This had been reported to the Managing Director who responded that the works should not have carried out at that time and that once he had been made aware the matter was dealt with.

ACTION: Town Clerk to respond to residents and post on social media

It was noted that Lancaster City Council had not acted on the request for a larger bin at the Memorial Gardens and that a bin previously located near to the Canal Park had been moved along the Canal path creating a problem with littering of dog excrement.

ACTION: Town Clerk to follow up with Lancaster City Council

23054 **Minutes:** The was **RESOLVED that the Minutes of the meeting held on Monday 15th May 2023 be accepted.**

23055 **Public participation and information only updates:** The member of the public present did not make any representations.

Actions & Updates: Relevant actions and update are covered on the agenda.

23056 **Planning Applications:** The Committee considered the following planning application(s):

Application No:	Description
23/00620/FUL	Erection of two-storey side extension – 28 Langdale Road, Carnforth LA5 9AU
23/00540/FUL	Installation of solar panels to the south facing roof slope – 9 Market Street, Carnforth LA5 9JX

After some comments, it was **RESOLVED that Carnforth Town Council be recommended to support the above applications in principle.**

23057 **Furness Line Action Group (FLAG):** Councillor Roe advised that FLAG is a user group promoting the Furness Line from Barrow, along the Morecambe Bay estuary to Carnforth and the West Coast main line.

It was reported that FLAG has developed a positive relationship with railway companies, MPs, Councils and numerous other bodies striving to increase the movement of passengers and freight by rail. As an autonomous watchdog for rail users it raises issues on their behalf, ensuring progress is made and franchise commitments are delivered.

After some discussion, it was **RESOLVED that Carnforth Town Council be recommended to subscribe to Furness Line Action Group (£10p.a.) and appoint a Councillor as Carnforth Town Council's representative.**

23058 **Town Development:** The committee considered the following events, updates and opportunities:

1) **Great Big Green Week (GBGW):** The Town Clerk reported that arrangements had been made for the Carnforth Green Day on Saturday 17th June from 10am – 1pm at Crag Bank Village Hall. The format will be similar to last year, being a celebration of community action to tackle climate change and protect nature. Advice and support will be available and there will be an intergenerational discussion on peoples hopes and aspirations for our local environment. All Councillors are encouraged to get involved.

The Town Clerk and Administrative Officer have been signposting local schools to activities that they could get involved in as part of the Great Big Green Week and all will be doing something in school relating to the GBGW.

2) **War Memorial Gardens – Centenary 2024:** No further update – meeting to take forward has been arranged.

3) **Carnforth Fringe:** Councillors Laurence and Smith reported on progress made by the Working Group to bring this event to Carnforth over the period 14th – 16th July with performances now taking place at Carnforth Civic Hall, Royal Station Hotel, Brief Encounter Bistro and the War Memorial Gardens.

All Councillors are encouraged to get involved and are requested to provide a review on performances across the weekend

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

23059 Public Highways & Open Spaces: The Town Mayor, Councillor Grisenthwaite reported that he had been given the honour of planting the first of several fruit trees and berry bushes on ground adjacent to St Austell Place and along the pathway to Lancaster Road. The trees had been purchased from a community benefit grant awarded by the Town Council there will be a lovely display of apples, pears and plums for everyone to enjoy in a year or two.

The Town Mayor also reported on a recent visit to the Highfield Allotments, accompanied by Councillor Turner and the Outdoor Maintenance Officer. Actions recently taken and planned will be reported to Property & Environmental Committee.

It was reported that 'walkabouts' with representatives from Lancaster City Council are being arranged including on the Highfield Estate on 22nd June.

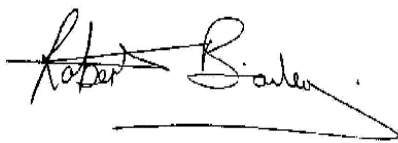
ACTION: Councillors attending the walkabouts to report back on any matters found.

The Town Clerk reported that a letter has been received from the Canal & River Trust informing the Town Council that as from 1st July 2023, they will be removing three bins on the canal towpath unless Carnforth Town Council wishes to take over the servicing of any or all bins. There followed a discussion on the potential impact of this on the towpath since no suitable Lancaster City Council alternative bins are located within a reasonable distance of these bins.

ACTION: Town Clerk to write to Canal & River Trust and Lancaster City Council regarding the impact of these bins be removed and costs associated to their servicing.

It was then **RESOLVED that the updates and actions be noted and that actions and updates be reported at the next Committee meeting.**

23060 Date of next meeting: The next meeting of the Town Development & Planning Committee is due to be held on **Monday 3rd July 2023 at 5:00pm**. The meeting closed at 6:10pm



Town Clerk and Responsible Financial Officer

PROPERTY & ENVIRONMENT COMMITTEE

Minutes of the meeting held on Tuesday 13th June 2023 at 5:00pm

Present: Councillors Roe (Chair); Hanna, Laurence and Richmond

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

23058 Apologies: Apologies were received from Councillors Parker and Grisenthwaite

23059 Declaration on interests and dispensations: There were no declarations of interest relating to items on the agenda

23060 Urgent Business: There were no matters of urgent business not covered by the agenda.

23061 Minutes: It was **RESOLVED that Minutes of meeting held on Tuesday 4th April 2023 be approved.**

23062 Public participation and information only updates: There were no members of the public present.

Actions & Updates: The Town Clerk reported that all actions and updates would be covered under other agenda items.

23063 Carnforth (Highfield) Allotments: The Town Clerk reported on several matters relating to the Highfield Allotments following matters raised by allotment holders and a recent visit to the site, including:

1) Two large water butts situated at the North end of the allotments have recently been filled with water by Carnforth Fire Brigade as they were low on water. Councillors were informed that the position of these water butts is considered to be a safety risk and it has since been found that one has a leak. Individual allotment holders often take water with them as there is no other water services available on site.

There followed a discussion about possible permanent solutions for the supply of water.

ACTION: Identify options to provide a reliable water supply for all plot holders. The options might range from supplying water butts, accessing supply in the Gummers How Community Centre, to installing stand pipes at strategic points around the site.

2) There is a need to clear external boundaries to the site. Lancaster City Council have been asked to assist with materials to repair and/or reinstate fences;

3) Install a new noticeboard at one of the entrances to the site (Town Council have access to a noticeboard from another Parish Council that is no longer in use);

4) Tidy up the community plot ready for use;

- 5) Consider arrangements to deal with complaints received from allotment holders fairly and expediently;
- 6) Carry out a short term tidy-up of communal paths and boundary fences. Outdoor Maintenance Officer has undertaken to carry out some strimming. There are opportunities for community volunteers to be asked to undertake tidying of the site as part of an organized clean up at some point;
- 7) Councillor Turner, who has many years relevant experience has expressed an interest in being the 'Lead Councillor' for matters relating to the allotments working with staff and Councillors as required and liaising with the Friends of Carnforth Allotments

Following Councillors comments it was **RESOLVED that updates relating to Carnforth Highfield Allotments be noted and actions agreed and that Councillor Turner be recommended to Carnforth Town Council as the Councillor lead on the management of the allotments..**

23064 **Environment & Public Realm:** The Committee considered a written report of the Outdoor Maintenance Officer setting out tasks completed in the last month and plans and suggestions going forward, including:

- 1) Investigate re-opening of Public Rights of Way to Galley Hall;
- 2) Deal with overhanging trees on Kellet Road adjacent to entrance to Lundsfield Quarry;
- 3) Suggested replacement of planters at Crag Bank roundabout;
- 4) Suitable Health and Safety training needed;
- 5) Cleaning of War Memorial and gardens;
- 6) Replace cork in noticeboards;

The Outdoor Maintenance Officer was thanked for the work he had undertaken and for highlighting areas where further improvements could be made.

It was then **RESOLVED that the Town Clerk be authorised to purchase four new planters from the Committee budget and that other suggested improvements be investigated and progress and updates on actions and ideas be reported in due course.**

23065 **Civic Hall:** The Town Clerk and Facilities manager reported that, as requested, quotations for the installation of carpet tiles throughout the Civic Hall had been obtained for consideration. The Committee considered that the most advantageous quotation was that received from Carnforth Carpets.

The Facilities Manager advised that the proposed tiles would not only improve the offer available to hirers of the building but also serve to improve the acoustics in the hall.

The Town Clerk again advised that no budget for such works had been proposed by Councillors during the budget setting process.

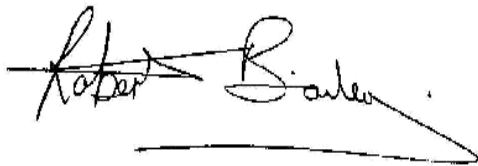
As such any recommendation to proceed would need to be considered by Finance and Governance Committee and full Council.

After some discussion it was **RESOLVED that Finance and Governance Committee be asked to consider the quotation(s) received and possible funding from existing balances and reserves or from other sources.**

23066 Crag Bank Village Hall: The Town Clerk reported that two new wall heaters had been installed in the pre-school room. Crag Bank Under 5's have requested permission to display notices at the Village Hall that will be taken down each day.

It was **RESOLVED that the update be noted and permission be given to the Crag Bank Under 5's to display temporary notices.**

23067 Date of next meeting: The next meeting of the Property & Environment Committee will be on **Tuesday 4th July 2023 at 5:00pm.** The meeting closed at 5:55pm

A handwritten signature in black ink, appearing to read "Robert B. Baker". The signature is written in a cursive, somewhat stylized font. There is a horizontal line drawn across the signature, and a long horizontal flourish extends from the bottom right of the signature.

Town Clerk and Responsible Finance Officer

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 14th June 2023

Present: Councillors Grisenthwaite (Chair), Jones and Roe

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

23054	Apologies: Apologies were received from Councillors Gardner and Hanna
23055	Declaration of interests and dispensations: There were no declarations of interest or requests for dispensation on matters on the agenda for the meeting.
23056	<p>Urgent Business: The following matters were considered:</p> <ol style="list-style-type: none">Pensions Regulator: It was reported that a fixed penalty notice had been received from the Pensions Regulator under Section 40 of the Pensions Act 2008 for failure to comply with pension regulations. The circumstances leading up to the notice being issued and actions needed to rectify the position were discussed. ACTION: That the Town Clerk be given authority to contact the Pensions Regulator to appeal the decision and that he takes on responsibility for ensuring compliance in future.Quotations: The Town Clerk reported that the Property & Environment Committee have requested that this committee considers their recommendation that subject to funds being available carpet tiles be installed throughout Carnforth Civic Hall. It was noted that this had not been budgeted for when setting the annual budget. Following a short discussion it was RESOLVED that Carnforth Town Council be asked to consider options for funding the cost of installation, if it is minded to do so, by 30th September.
23057	Minutes: It was noted that due to the cancellation of the May meeting of the Finance and Governance Committee there were no Minutes to consider.
23058	<p>Actions & Updates: The Town Mayor, Councillor Grisenthwaite reported that a reduced quotation had been received for professional services relating to the provision of human resources and health and safety. Councillors considered that the new offer provided good value for money and would provide assurance that the Council is compliant with, often complex, employment and health and safety legislation.</p> <p>It was then RESOLVED that Carnforth Town Council be recommended to approve the revised quotation received from Elcons Ltd for a fixed period of three years.</p>
23059	<p>Payments List: In the Town Clerk's presented a list of payments awaiting authorisation.</p> <p>After consideration it was RESOLVED that all payments, as presented, be recommended for authorisation.</p>

23060 Budget Monitoring & Bank Reconciliation: The Committee considered the following reports:

- 1) **Bank Reconciliation:** Councillors considered the *Bank Reconciliation Report* as at 31st May 2023 (Month 2). Reconciled balances as at that date were £126,977.

Councillors were asked to note that in the first two months of the year expenditure had been £41,611 including the cost of the Big Coronation Weekend.

- 2) **Summary Report:** Councillors also considered the detailed *Summary Report of Receipts and Payments* as at 31st May 2023

It was then **RESOLVED that financial reports as at 31st May 2023 be approved.**

23061 Community Benefit Fund: Councillors considered the following two applications for funding:

- 1) **Carnforth Cricket Club:** Application for £1,000 as a contribution towards the provision of new practice and coaching net facility project.

Councillors were asked to note that Carnforth Cricket Club were granted funding in March 2022 and that the grant criteria stipulates that a period of two years must pass before further funding may be granted.

After some discussion it was **RESOLVED that Carnforth Town Council be recommended to waive grant criteria in this instance and award £1,000, with the provision that no further applications are awarded for the next two years.**

- 2) **Carnforth Fringe:** Contribution towards the delivery of the Carnforth Fringe up to a value of £1,400.

It was noted that funding from other sources had not been successful and that the amount specified included an estimate, originally provided by Carnforth Town Council, for the purposes of external funding. As such, the overall costs are expected to be lower than specified in the application.

After some discussion, it was **RESOLVED that Carnforth Town Council be recommended to approve the application, subject to satisfactory invoices/vouchers being presented in support of the final claim for funding.**

23062 Lead Councillors: The Town Mayor reported that, at the start of a new term of office, it seemed appropriate to review the roles and responsibilities of Councillors in support of the delivery of Council activities and functions. This is an opportune time to consider Councillors strengths and to use these positively in meeting challenges that the Council faces within the limited resources available to it.

It was acknowledged that Committees play an important and that there are already examples where a Councillors knowledge and expertise is benefitting the Council but that there is also an opportunity to extend this further whilst maintaining high standards of governance.

After a discussion, it was **RESOLVED** that all Councillors be asked to identify where their individual knowledge and expertise could benefit delivery of Council plans, functions and service delivery.

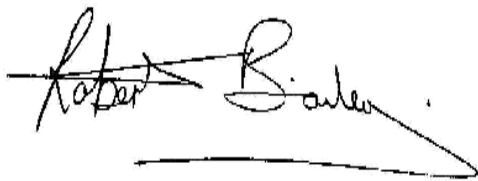
23063 **Co-option:** The Town Mayor reported that following the co-option process and subsequent interviews two applicants will be recommended for Co-option at the full Council meeting on Wednesday 21st June 2023.

Councillor Roe challenged the co-option process followed and was reminded that this had previously been reported to full Council following advice from Lancaster City Council's Democratic Services.

It was then **RESOLVED** that **Mrs Paula Gardner and Mrs Kath Bromilow be recommended for co-option to fill vacancies in Carnforth and Crag Bank Wards.**

23064 **Items for next Agenda:** The next meeting will review information management procedures and policies.

23065 **Date of next meeting:** The next scheduled meeting of Finance & Governance Committee is **Wednesday 12th July 2023 at 5:30pm.** The meeting closed at 6:20pm.

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

Town Clerk & Responsible Financial Officer

Carnforth Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
58	CCH - Repairs & Maintenance	30/05/2023		Unity Trust - Current	BACS	Repairs and maintenance	Travis Perkins	S	66.64	13.33	79.97
58	CBVH - Repairs & Maintenance	30/05/2023		Unity Trust - Current	BACS	Repairs and maintenance	Travis Perkins	S	66.64	13.33	79.97
58	Repairs & Maintenance	30/05/2023		Unity Trust - Current	BACS	Repairs and maintenance	Travis Perkins	S	22.52	4.50	27.02
63	PAYE	30/05/2023		Unity Trust - Current	BACS	PAYE	HMRC	Z	1,327.91		1,327.91
64	Administration	30/05/2023		Unity Trust - Current	BACS	Salaries	Staff	Z	558.38		558.38
64	Administration	30/05/2023		Unity Trust - Current	BACS	Salaries	Staff	Z	271.55		271.55
64	Operations	30/05/2023		Unity Trust - Current	BACS	Salaries	Staff	Z	32.52		32.52
84	CBVH - Grounds Maintenance	09/06/2023		Unity Trust - Current	BACS	Grounds Maintenance	Turners Garden Services	Z	70.00		70.00
87	CBVH - Repairs & Maintenance	13/06/2023		Unity Trust - Current	BACS	Installation of electric heaters	Barn Electrical Solutions	S	160.00	32.00	192.00
88	Grounds Maintenance	14/06/2023		Unity Trust - Current	BACS	Plants & Flowers	Laburnham Nurseries Ltd	S	154.85	30.97	185.82
89	Premises Licence	14/06/2023		Unity Trust - Current	BACS	Personal Alcohol Licence	Richard Marsden	Z	37.00		37.00
90	Members	14/06/2023		Unity Trust - Current	BACS	Gifts & Donations	Carnforth Town Council	Z	11.00		11.00
91	Operations	14/06/2023		Unity Trust - Current	BACS	Operational Salaries	Carnforth Town Council	Z	92.95		92.95
Total									2,871.96	94.13	2,966.09