

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



Dear Councillor,

**Subject: Meeting of Carnforth Town Council**

**You are hereby summoned to attend to the 'Ordinary' Meeting of Carnforth Town Council at 6:30pm on Wednesday 15<sup>th</sup> May 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". The signature is written in a cursive style and is positioned above a horizontal line.

Bob Bailey, Town Clerk & Responsible Financial Officer



# Carnforth Town Council

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

**A G E N D A – WEDNESDAY 15<sup>th</sup> MAY 2024 at 7:00pm or on rise of the**

**Annual Town Meeting, whichever is sooner**

- 24063. Apologies:** To receive apologies
- 24064. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 24065. Urgent Business:** To consider matters of urgent business
- 24066. Minutes:** To consider Minutes of the meeting held on [17<sup>th</sup> April 2024](#)
- 24067. 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
- 24068. 2023 / 2024 Year End Reports:** To consider and approve the following reports for the financial year ending 31<sup>st</sup> March 2024:
- 1) [Internal Auditor's Report](#);
  - 2) Annual Governance and Accountability Return (AGAR) and supporting documents:
    - [Unaudited AGAR – including approval of Annual Governance Statement \(Section 1\) and Accounting Statements for 2023 / 2024](#)
    - [Bank Reconciliation](#);
    - [Reserves](#);
    - [Explanation of Variances](#)
  - 3) [Clerk's Report](#);
  - 4) Exercise of public rights: To consider and approve the period for the exercise of public rights to inspect the accounts as Monday 3 June to Friday 12<sup>th</sup> July 2024 inclusive;
  - 5) [Risk log](#);
  - 6) [Asset Register](#);
  - 7) Annual Report: To consider and approve Annual Report for the year ended 31<sup>st</sup> March 2024 (To follow)



# Carnforth Town Council

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

- 24069. Financial Regulations:** To approve revised [Financial Regulations](#) and note that a review of Standing Orders will be carried when the NALC model standing orders are available.
- 24070. Insurance:** To approve insurance renewal for 2024 / 2025 (Clerk to Report)
- 24071. 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
24/00470/FUL	Erection of a building to cover manure storage area - Hare Tarn Farm , Netherbeck, Carnforth LA6 1AA

- 24072. Planning Decisions:** To receive an update on [planning authority decisions](#) on previously considered applications
- 24073. Property & Environment Committee:** To consider report of Property & Environment Committee meeting held on [7<sup>th</sup> May 2024](#)
- 24074. Finance & Governance Committee:** To consider report of Finance & Governance Committee meetings held on [9<sup>th</sup> May 2024](#)
- 24075. Payments for Authorisation:** To consider for approval payments awaiting authorisation for [March 2024](#) (not cashed) and [April 2024](#)
- 24076. Town Development & Planning Committee:** To consider report of committee meeting held on 13<sup>th</sup> May 2024 (To follow)
- 24077. Annual Town Assembly:** To receive an update on arrangements for the Annual Town Assembly on 23<sup>rd</sup> May 2024
- 24078. Correspondence:** To consider correspondence received since the last meeting (To follow)
- 24079. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 24080. Date of next meeting:** Wednesday 19<sup>th</sup> June 2024 at 6:30pm

**Town Clerk & Responsible Finance Officer**

**10 May 2024**

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