

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07828254149
Email: clerk@carnforhtowncouncil.gov.uk



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 18th December 2024 at the Carnforth Civic Hall, North Road, 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.gov.uk 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 18th DECEMBER 2024 at 6:30pm

- 24158. Apologies:** To receive apologies
- 24159. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 24160. Urgent Business:** To consider matters of urgent business
- 24161. Minutes:** To consider Minutes of the meeting held on Wednesday 20th November 2024
- 24162. 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) Town Crier
 - 5) Reports from outside bodies
 - 6) Clerks Report
- 24163. Casual Vacancies:** To consider appointments of three casual vacancies on Carnforth Town Council by co-option.
- 24164. 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
	No planning applications to consider
Traffic Regulation Orders:	
Shore Road, Warton from its junction with Warton Road to its junction with Crag Bank Lane From 2200 hours on Monday 27th January 2025, until 0600 hours on Tuesday 28th January 2025, and from 2000 hours on Tuesday 28th January 2025 until 0600 hours on Wednesday 29th January 2025.	

- 24165. Planning and enforcement decisions:** To receive an update on planning authority decisions on previously considered applications and enforcement matters



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 24166. **Town Development & Planning Committee:** To consider report of committee meeting held on Monday 2nd December 2024
- 24167. **Property & Environment Committee:** To consider report of Property & Environment Committee meeting held on Tuesday 3rd December 2024
- 24168. **Finance & Governance Committee:** To consider report of Finance & Governance Committee meetings held on Thursday 12th December 2024
- 24169. **Payments for Authorisation:** To consider for approval payments awaiting authorisation
- 24170. **Fully Funded Micro Woods:** To consider tree planting from the Local Authority Treescapes Fund in collaboration with Lancashire County
- 24171. **Correspondence:** To consider correspondence received since the last meeting
- 24172. **Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 24173. **Confidentiality:** To identify any items on this agenda which requires to be recorded as confidential and included in 'Part 2 Minutes' for circulation to Councillors
- 24174. **Date of next meeting:** Wednesday 15th January 2025 at 6:30pm

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Town Clerk & Responsible Finance Officer

12 December 2024

Tel: 07828254149 Email: clerk@carnforhtowncouncil.gov.uk



Carnforth Town Council

Minutes of meeting held on 20th November 2024 at 6:30pm at Carnforth Civic Hall

Present: Councillors Jones (Town Mayor); Downes; Grisenthwaite; Laurence; Parker; Richmond, Smith and Turner.

In attendance: Bob Bailey, Town Clerk & Responsible Financial Officer (TC&RFO);
Ward Councillors Belcher and Stubbs and County Councillor Williamson
Town Crier, Mel Guilding.

24142 **Apologies: Apologies** were received and accepted from Councillor Hanna.

24143 **Declarations of Interest.** There were no declarations of interest relating to items on the meeting agenda.

24144 **Urgent Business:** The TC&RFO had previously circulated information about an urgent meeting arranged by Lancaster City Council on Thursday 21st November at 09:30 at Morecambe Town Hall to consider their current situation with Eggcup and a plan aimed at making them more sustainable in the future. Carnforth Town Council worked closely with EggCup, amongst others, to bring the Food Hub to Carnforth, which has received a great deal of praise since its inception.

After some discussion, it was **RESOLVED that the Town Clerk & Responsible Financial Officer attends on behalf of Carnforth Town Council and reports back in due course.**

24145 **Minutes:** It was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on 16th October 2024 be approved.**

24146 **Adjournment for public discussion and information only updates.**

- 1) **Public Discussion:** The Town Crier reported that she did a Cri on Armistice Day and plans to read out the Lancashire Day Proclamation on November 27th at 10:30 at the War Memorial Gardens. Councillors were invited to attend.
- 2) **Town Mayor & Councillor updates / matters:** The Mayor reported on engagements and activities in the last month including:
 - a) Attendance at the 125th Anniversary of the Lancaster & District Male Voice Choir;
 - b) War Memorial Centenary weekend;
 - c) Attendance at the Annual General Meeting of 1st Carnforth Scouts, and;
 - d) 'Ride-a-long' with Police Community Support Officers.



Carnforth Town Council

Councillors commented and provided updates on the following matters:

- a) A Christmas tree has been installed at Crag Bank Village Hall;
 - b) Deputy Town Mayors recent visit to Ypres and Saily-sur-la- Lys to lay wreaths on Remembrance Sunday on behalf of Carnforth & District Twinning Association and Carnforth Town Council;
 - c) A resident has raised concerns about the poor image that the state of the empty properties at the former Norjac Car Showrooms and the telephone exchange gives to visitors;
 - d) Recent Film Night was well attended – a rota is now needed to help with setting up and taking down the film equipment for each event;
 - e) A video of the War Memorial Centenary parade and service is being put together;
 - f) Availability of a DVD provided by the Northwest Film Archive on *'The First World War – Life on the Home Front in North West England'*;
 - g) Refurbishment of benches in the War Memorial Gardens by volunteers from Silverdale Gospel Hall Trust;
 - h) A suggestion that Carnforth Town Council seeks to get the War Memorial listed;
 - i) Casework being undertaken by Councillors including litter and parking issues;
- 3) **Reports of County & Ward Councillors:** Ward Councillors Belcher and Stubbs commented and reported on a range of matters, including:
- a) Congratulating Carnforth Town Council on the success of the War Memorial Centenary weekend;
 - b) Use of funds following the winding up of the Carnforth Regeneration Project;
 - c) Discissions about a 'summit' between councillors and officers representing Carnforth Town and Lancaster City Councils on ways to work together on issues affecting the town;
 - d) Support for the Station Heritage Trust;
 - e) Casework including abandoned vehicles;
 - f) A suggestion that the Carnforth Neighbourhood Plan be reviewed once the review of the Lancaster District Local Plan has been completed – the TC&RFO responded that this aligns with a resolution already made by Carnforth Town



Carnforth Town Council

Council.

County Councillor Williamson also praised the Town Council on the events over the War Memorial Weekend and reported on the following:

- a) Social care support for children and families;
 - b) Adult social care and support;
 - c) Combined County Authority - the Government has announced that Lancashire's devolution deal will be put before Parliament in the coming weeks;
 - d) Working with community rail networks and Northern rail on improvements to Carnforth Station, and;
 - e) Electric vehicle strategy and parking.
- 4) **Reports from outside bodies:** The following matters were reported
- a) Back lane Group – update on the latest position with the Lundsfield/Back Lane site; Lancaster & District Local plan and actions taken by the Group;
 - b) Carnforth & District Twinning Association have created an exhibition at Carnforth Library
- 5) **Clerk's Report: The** TC& RFO reported on a busy month, dominated by the events over the War Memorial Weekend as well as:
- a) Support for the new Caretaker at Carnforth Civic Hall and related operational changes following the retirement of the Facilities Manager;
 - b) Administration relating to three casual vacancies on the Town Council;
 - c) Management of the installation of the heating system at Crag Bank Village Hall;
 - d) Carnforth Express production;
 - e) Health and safety policy and management;
 - f) Supporting Carnforth Chamber of Trade, and;
 - g) Representation at meetings on plans for 'sustainable change' for Eggcup.

It was then **RESOLVED that the updates and reports be noted and progress on agreed actions and recommendations reported in due course.**

24147 Casual Vacancies: The TC& RFO reported that after formal notice of the three Casual Vacancies on Carnforth Town Council, no election had been called by the local electorate. Councillors were advised that the vacancies can now be filled by co-option following a process to be determined by the Town Council.



Carnforth Town Council

After some discussion, it **RESOLVED that the vacancies be advertised on social media and Council noticeboards for expressions of interest / applications to be submitted by 30th November.**

24148 Planning Applications & Temporary Road Closures: Councillors considered the following planning applications and road traffic orders:

Application No:	Description
24/001177/FUL	Change of use of dwelling to offices – 108 North Road, Carnforth RESOLVED to defer planning application to Town Development & Planning Committee
24/01127/FUL	Change of use and sub-division of one unit into two units and installation of ground floor windows and doors – Unit 5, Keer Park, Warton Road, Carnforth RESOLVED to support planning application in principle
24/01217/FUL	Change of use of part of the existing ground floor shop & associated storeroom 36 Lancaster Road, Carnforth RESOLVED to defer planning application to Town Development & Planning Committee
24/0218/TPO	G1 7 x sycamores crown lift to approximately 4.5M and thin by up to 25%. T1 crown lift to approximately 4.5M and reduce away from the house to give 3M clearance. RESOLVED that the planning application be noted
Traffic Regulation Orders:	
There were no Traffic Regulation Orders to consider	

24149 Planning Authority Decisions: Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated by the Town Council.

Two planning applications have been permitted and three, longstanding planning applications are still awaiting decision.

Two applications relating to Back Lane and Leapers Wood Quarries, submitted to



Carnforth Town Council

Lancashire County Council are still awaiting a decision.

Councillor Smith commented on two outstanding planning enforcement matters and again requested that these be discussed at full Council. The TC&RFO advised that discussions on these matters will now be included in the agenda for the Town Development & Planning Committee and Minuted for full Council attention as part of the monthly agenda pack.

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

24150 Town Development & Planning Committee: Councillor Parker reported on the recommendations, updates and actions arising from the meeting of the Town Development and Planning Committee held on 4th November 2024, including:

- a) Maintenance of the 'Sizzle Inn' Clock on Market Street;
- b) Attendance at Lancaster City Council's Planning Committee to hear discussions on the planning application for Brewers Barn;
- c) Collaboration with Carnforth Chamber of Trade to provide artificial Christmas trees and illuminations on Market Street;
- d) Planning enforcement updates;
- e) Public highways and open spaces matters and updates;
- f) Pumpkin competition entries and winners;
- g) War Memorial 100th Anniversary Working Group report, and;
- h) Exempt/confidential item relating to the Carnforth Station Clock

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

24151 Property & Environment Committee; Councillor Richmond reported on the recommendations, updates and actions arising from the meeting of Property & Environment Committee held on 12th November 2024, including:

- a) **Recommendation** to support the installation of a second bench at the land at Norh Road/Market Street in memory of Councillor Bob Roe and that further consideration be given regarding a plaque to be located at Carnforth War Memorial Gardens;
- b) **Recommendation** that a proposal for Health and Safety services and support be approved, subject to funding being available in the budget plans for 2025/2026;



Carnforth Town Council

- c) Update on the ongoing discussions on the tenancy agreement for the Carnforth Council Offices between the solicitors acting on behalf of Carnforth Town Council and those representing the landlord of 46 – 48 Market Street, Carnforth;
- d) Developing project with representatives from National Gas Transmission, Carnforth Integrated Care, Natural England and 'Blueprint' on a project to encourage the local community to engage with activities at the Highfield allotment with a view to improving wellbeing and tackling social isolation and loneliness;
- e) Appointment of new Caretaker at Carnforth Civic Hall and operational support and training required and a subsequent revision of the Premises Licence;
- f) **Recommendation** that Carnforth Town Council approves that the Civic Hall flat is no longer used for domestic accommodation but made suitable for other purposes (i.e. office space/storage) and that alternative arrangements for access to Carnforth Civic Hall by users be sought;
- g) Update on the new heating system at Crag Bank Village Hall that is working well and receiving positive comments from users, and;
- h) Updates on environmental and public realm work carried out by the Outdoor Maintenance Officer.

After some comments, including a suggestion that the flat above the Civic Hall be 'deregulated' for Council Tax purposes and concerns being raised about the ongoing flooding on the path adjacent to Carnforth Cricket club, it was **RESOLVED that:**

- 1. The Town Mayor contacts the family of Councillor Roe with a suggestion for a memorial bench be located at Carnforth (Highfield) Allotments and that a plaque in his memory be located at the War Memorial Gardens;**
- 2. The TC&RFO makes the necessary arrangements to 'deregulate' the flat above Carnforth Civic Hall;**
- 3. The TC&RFO requests an update on the work/plan to eliminate the flooding on the footpath adjacent to Carnforth Cricket Club;**
- 4. All other recommendations be approved and actions and updates noted.**



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24152 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations, updates and actions arising from the meeting of the Finance and Governance Committee held on 14th November 2024, including:

- a) Consultation survey by Lancaster City Council on their budget priorities and plans for 2025 / 2026;
- b) Support and funding needed by Eggcup;
- c) Update on ongoing discussions with the landlord of the Council Offices on Market Street;
- d) **Recommendation** that the payments list be approved;
- e) Finance Report (Month 7): Balances stand at £145k with 45% of the budget remaining;
- f) Presentation by the TC&RFO of a first draft of the estimated budget outturn for year ending 31st March 2025 and budget – based on current services, functions and plans – for the financial year 2025/2026;
- g) **Recommendation** that Carnforth Town Council approves a payment of £300 to Carnforth Bowling Club from the Community Benefit Fund;
- h) **Recommendation** that a Full Council meeting be held in August and committee meetings in that month be cancelled;
- i) Committee updates and funding requests;
- j) **Recommendation** that Carnforth Town Council approves pay increases in line with the Real Living wage from 1st November and that enquiries are made with the Human Resource Consultants about introducing a job evaluation scheme.

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

24153 Payments for Authorisation: Councillors considered the list of payments recommended for authorisation including payment for the installation of a new heating system at Crag Bank Village Hall.

It was then **RESOLVED that payments be approved in full**

24154 Correspondence: It was **RESOLVED that correspondence received and acted on in the last month be noted**



Carnforth Town Council

- 24155** **Items for next Agenda:** Councillor Grisenthwaite advised that a draft of the 2025/2026 budget and precept will be circulated for consideration at the December meeting, with formal approval being made at the meeting scheduled in January
- 24156** **Confidentiality:** There were no agenda items identified as being confidential
- 24157** **Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 18th December 2024 at 6:30pm**. The meeting closed at 7:45pm

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Town Clerk & Responsible Finance Officer

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 2nd December 2024

Present: Councillors Parker (Chair), Downes, Grisenthwaite and Hanna

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO); one representative from Carnforth Chamber of Trade (Part)

24119	Apologies: Apologies were received from Councillors Laurance and Smith.
24120	Declaration on interests and dispensations: There were no declarations of interest or requests for dispensations directly relating to matters on the agenda.
24121	Urgent Business: The TC&RFO reported that Siliverdale Gospel Hall volunteers have again offered their support to the local community and it has been suggested that they undertake a litter pick following the Carnforth Switch on, in the War Memorial Gardens, Ashtrees Way and Market Street. Councillors were advised that as instructed arrangements have been made for a review of the Council's Health and Safety policy and procedures.
24122	Minutes: The TC&RFO reported on action taken since the November meeting. It was then RESOLVED that the Minutes of the meeting held on Monday 4th November 2024 be accepted.
24123	Public participation and information only updates: 1) Public discussion: There were no members of the public present. 2) Carnforth Chamber of Trade: The representative from the Carnforth Chamber of Trade reported on the recent installation of artificial trees along Market Street and the success that they have had this year with new businesses supporting the project. The Committee were advised, however, that from 2025 the Chamber of Trade ' <i>...will be looking to hand over the running of decorating Carnforth at Christmas</i> ', suggesting that this and the annual Switch-on be managed by a 'community group'. There followed a broad discussion on the implications of this and plans going forward, including an appeal for voluntary support through the <i>Carnforth Express</i> . It was then RESOLVED that a Project Mandate be prepared for consideration and subsequent recommendations to Carnforth Town Council.

24124 Planning Applications & Traffic Regulation Orders: The Committee considered the following planning applications and traffic regulation orders:

Planning Applications	
Application No:	Description
24/001177/FUL	Change of use of dwelling to offices – 108 North Road, Carnforth Recommendation: Object to the planning application due to increased traffic congestion/flow on North Road and loss of residential property
24/01217/FUL	Change of use of part of the existing ground floor shop & associated storeroom 36 Lancaster Road, Carnforth Recommendation: Support in principle
Traffic Regulation Orders:	
Shore Road, Warton from its junction with Warton Road to its junction with Crag Bank Lane. From 2200 hours on Monday 27th January 2025, until 0600 hours on Tuesday 28th January 2025. From 2000 hours on Tuesday 28th January 2025 until 0600 hours on Wednesday 29th January 2025 Recommendation : Traffic Regulation Orders be noted	

24125 Planning enforcement matters: Councillor Hanna reported that he had contacted and received a response from Lancaster City Council’s planning enforcement team regarding outstanding conditions relating to the Queens Hotel and relining on Market Street. The TC&RFO had previously circulated this information to all Councillors.

It was reported that action had been taken following intervention by the planning enforcement team in relation to a development on North Road.

After some comments, it was **RESOLVED that the updates and actions be noted and further reports considered as the need arises.**

24126 Public Highways & Open Spaces: The following matters were reported:

- 1) **Signage:** Inaccurate/misleading signage on Market Street;
- 2) **Grit bins:** A discussion on the apparent miss-use of a grit bin, their purpose, location, maintenance and the procedure for getting them refilled;

ACTION: TC&RFO to produce and publish guidance on social media and the Council’s website to raise community awareness

3) **Residents Working Group:** A meeting of the working group attended by County Highways will be held on 18th December at 5:00pm

It was then **RESOLVED that the updates and actions be noted and further reports considered as the need arises**

24127 **Town Development:** There was a discussion on the following matters:

1) **Lancashire Day:** It was noted that the Town Crier read the Proclamation attended by Councillors and residents;

2) **VE Day 80:** VE Day 80 will be held on 8th May 2025 and that parish and town council's are being encouraged to take part and light a beacon.

ACTION: That the TC&RFO formally registers that Carnforth Town Council's will be participating in VE-Day 80 on 8th May 2025;

3) **Big Lunch 2025:** The national 'Big Lunch' is scheduled to be over the weekend of June 7th and 8th 2025;

4) **Brew Monday:** It was noted that Carnforth Town Council is working with local organisations and National Gas Transmissions to run a community lunch event at Highfield Allotments on 20th January 2025 aimed at 'connecting people and nature';

5) **Health & Wellbeing Day:** Noted that 'Healthwatch' Lancashire are arranging a mental health and wellbeing event at Carnforth Civic Hall on 28th January 2025;

It was then **RESOLVED that updates and actions be noted and that project mandates in support of planned events in 2025 be considered in due course.**

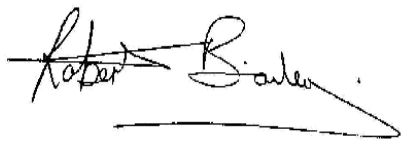
24128 **Budget forecasts & plans:** The TC&RFO presented a summary of payments against planned for each event during the year to date. It was noted that the DDay 80 and War Memorial Centenary weekend had been delivered within budget.

There followed a short discussion on the potential costs of events in 2025. It was reported that relevant budget headings will be included with the draft budget for 2025/2026 and supported in due course by completed Project mandates.

28% (£719) remains in the Town Development budget for the last quarter.

It was then **RESOLVED that the budget forecast for 2024/2025 and plans for 2025/2026 be noted.**

24129 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 6th January 2025 at 5:30pm**. The meeting closed at 6:25pm



Town Clerk and Responsible Financial Officer

PROPERTY & ENVIRONMENT COMMITTEE

Draft Minutes of the meeting held on Tuesday 3rd December 2024 at 5:30pm at Carnforth Council Offices

Present: Councillors Richmond (Chair); Downes; Grisenthwaite; Hanna; Laurence and Parker

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO), Simon Jobling, Outdoor Maintenance Officer; Kath Bromilow, Caretaker

24107 Apologies: Apologies were received from Councillors Turner and Smith

24108 Declaration on interests and dispensations: There were no declarations of interest directly relating to items on the agenda

24109 Urgent Business: There were no matters of urgent business

24110 Minutes: It was **RESOLVED** that **the Minutes of the meeting held on Tuesday 12th November 2024 be approved.**

24111 Public participation and information only updates: There were no members of the public present.

It is understood that there are to be further discussions with people representing the late Councillor Bob Roe on proposals for the installation of a bench. Action is to be taken to provide a memorial plaque to be located in the War Memorial Gardens.

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

24112 Carnforth (Highfield) Allotments: The TC&RFO reported that the project at the allotments aimed at improving social interaction and engagement. A shared community lunch will be held at Gummers Howe Community Centre on Monday 20th January 2025 from 1pm – 3pm. The event will provide an opportunity for allotments holders and residents to hear about local projects that bring people together through reconnecting with nature.

Councillors welcomed the project, and it was **RESOLVED that the update be noted.**

24113 Civic Hall: The Civic Hall, Caretaker reported that she was very much enjoying the job and outlined plans discussed with the TC&RFO aimed at improving the occupancy rate at the Civic Hall. Plans are being made to install shelving in the cleaning cupboard and, in the longer term, make use of the former flat following Carnforth Town Council's decision that this will no longer be let as a living space.

The Caretaker is undertaking training as a Designated Supervisor and associated requirements to revise the existing Premises Licence.

The TC&RFO reported that he had contacted the company who installed the electronic access system at Crag Bank Village Hall with a view to similar arrangement being in place at the Civic Hall. It was then **RESOLVED that the updates be noted.**

24114 Crag Bank Village Hall: The TC&RFO reported that the new heating system continues to receive very positive comments from all users. It is known that it will be necessary to make seasonal amendments to the set programme that can be easily done with the new system to everyone's satisfaction.

Comparing energy costs in October and November 2023 to the same months this year also suggests that – notwithstanding the volatility of energy cost in the last 12 months - significant savings can be made.

The TC&RFO reported that there had been an incident involving stacked chairs falling over, causing a potential risk. An alternative plan for the location of tables and chairs at the village hall was suggested.

The TC&RFO requested permission to seek to engage a 'handyman' contractor to be used for general repairs at the Civic Hall and Village Hall as the need arises.

After some comments it was **RESOLVED that the updates be noted and that the TC&RFO be authorised to purchase two table transporters for Crag Bank Village Hall and engage a 'handyman' contractor.**

24115 Health & Safety: The TC&RFO reported that he will be meeting with Health & Safety consultants who will conduct an initial and detailed assessment of the Town Council's 'workplace environment' identifying potential hazards, risks and compliance gaps.

A report on the Council's compliance with current health and safety legislation will be produced in due course.

The service provide by Elcons includes a dedicated health and safety professional, all necessary legal documentation and policies and scheduled visits to the Town Council's promises to assess continued compliance.

24116 Environment & Public Realm: The Outdoor Maintenance Officer reported on work carried out in the last month and outlined future tasks and plans. Work included preparing the War Memorial Gardens ahead of the Centenary event and installing artificial Christmas trees around the town. It was **RESOLVED that the updates be noted.**

24117 Budget Forecasts and plans: The TC&RFO reported on the current budget position and forecasts for activities managed by the Property & Environment Committee.

At the end of November (Month 7), it is forecast that there will be savings in energy costs at both halls.

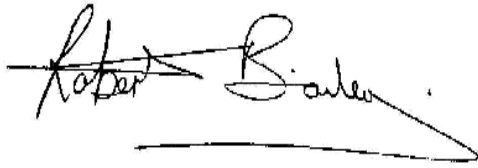
Expenditure will exceed budget at Highfield allotments due to investment in improving the site and for cleaning and hygiene due to increased costs of materials and equipment and the introduction of external provision where required.

Expenditure on 'assets' is currently at 93% of the overall budget due, in the main to, the necessary purchase of a public address system and new lawnmower. There are no plans for the purchase of major assets in the last quarter of the year.

All other budget headings are on track or better than expected at this stage.

In terms, of plans for 2025/2026 improvements to Crag Bank Village Hall remains the main priority.

24118 **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 7th January 2024**. The meeting closed at 6:10pm

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Town Clerk and Responsible Finance Officer

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Thursday 12th December 2024 at 5:30pm

Present: Councillors Grisenthwaite (Chair), Jones and Richmond

In attendance: Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO)

24168 **Apologies:** Apologies were received from Councillor Hanna

24169 **Declaration of interests and dispensations:** There were no declarations.

24170 **Urgent Business:** The following matters were raised and considered:

- 1) Health & Safety review:** The TC&RFO reported that he had met with a health and safety consultant to conduct an initial and detailed assessment of the Council's workplaces and activities. The consultant reviewed current health and safety policies, procedures and practices to assess their effectiveness and compliance with relevant regulations and assessed potential hazards and risks.

A report will be issued in the New Year that will help the Council to fulfil its legal obligations. There will also be scheduled visits throughout 2025/2026 to Council premises to assess continued compliance, identify emerging hazards and address any concerns.

ACTION: TC&RFO to present the health and safety audit report in due course

- 2) Electronic Access system:** The TC&RFO reported that, following a visit by security contractors an initial estimate of the cost had been received to install an electronic door entry system at Carnforth Civic Hall. There followed further discussion on the current operational and security issues and the need to find a sustainable and workable solution.

RECOMMENDATION: That, subject to a detailed quotation being received, Carnforth Town Council authorises the installation of an automated door entry system at Carnforth Civic Hall.

- 3) Council Offices:** Councillor Grisenthwaite provided a further update on the ongoing discussions with solicitors appointed by the landlord of the Council Offices. A 'settlement agreement' has just been received along with a 'consent to underlet' document. The essence of the agreement was explained.

RECOMMENDATION: Carnforth Town Council resolves to approve the agreement and signs the 'Consent to underlet' document relating to the lease arrangements at the Carnforth Council Offices.

- 4) Town Mayors Allowance:** The Town Mayor, Councillor Jones, reported that she has decided to award funds from the Town Mayors Allowance to: Carnforth Community Choir and SAFE's Prop Up Project – a group for young people and young adults, aged 13-19, experiencing isolation due to mental health, wellbeing and other life challenges.

24171	<p>Minutes: It was RESOLVED that the Minutes of the meeting held on Thursday 14th November 2024th be approved.</p>
24172	<p>Public Participation & Information only updates: There were no members of the public present.</p>
24173	<p>Payments List: The TC&RFO presented a list of payments awaiting authorisation, including payments for traffic management over the War Memorial Weekend and Council Tax until 31st March 2025 for the vacant flat at Carnforth Civic Hall.</p> <p>The TC&RFO reported that he had informed Lancaster City Council of the change in circumstances at the Civic Hall and is awaiting further advice.</p> <p>It was then RESOLVED that the payments list be recommended to Carnforth Town Council for approval.</p>
24174	<p>Budget Monitoring & Bank Reconciliation: The Committee considered the following reports:</p> <ol style="list-style-type: none"> 1) Bank Reconciliation: The TC&RFO presented the <i>Bank Reconciliation Report</i> as at 30th November 2024 (Month 8). Reconciled balances as at that date were £134,728. It was reported that payments to date totaled £129,411 and that the budget spend in the year to date was 51.3%. 2) Summary Report: Councillors also considered the detailed <i>Summary Report of Receipts and Payments</i> as at 30th November 2024. The TC&RFO highlighted budget headings where payments are likely to exceed budget and where savings are likely to be made. There will be savings in energy costs compared to the previous year and bank interest income is significantly better than expected due to a change in the management of Council balances. Whilst the occupancy rate at Carnforth Civic Hall during weekdays (before 6pm) remains low the TC&RFO and Caretaker are working to improve this, and it is expected that three recurring daytime bookings will be secured from January. It was then RESOLVED that financial reports as at 30th November 2024 be accepted
24175	<p>Business Planning and Budget: Following committee discussions on the Council's plans the TC&RFO presented a revised version of the estimated budget outturn for the financial year ending 31st March 2025 and proposed budget, based on services, functions and plans for the financial year 1st April 2025 – 31st March 2026.</p> <p>Balances at 31st March 2025 are estimated to be £56,767.</p> <p>Based on current plans the precept for 2025/2026 is estimated at £187,500.</p> <p>Applying the Tax Base for 2025/2026 this annual cost for a Band D property will be £106.27, representing an increase of £2.08 on the previous year (1.99%).</p>

The TC&RFO advised that Lancaster City Council has requested that parish/town consider their budget and precept requirements and submit their demands by 31st January 2025.

After some discussion, it was **RESOLVED that the Finance & Governance Committee presents a final draft of the 2025/2026 budget and precept requirements to the January meeting of Carnforth Town Council for consideration and resolution.**

24176 Community Benefit Fund: There were no applications for Community Benefit Funds to consider.

24177 Committees: There were no matters or recommendations from committees to consider.

24178 Governance & Staffing: The Committee considered the following:

1) Training and Development Policy

2) Anti-terror checklist

The TC&RFO reported that both the Training & Development Policy and Anti-terror checklists are models prepared by the National Association of Local Councils.

This purpose of the Training & Development Policy is to set out the Council's position on the provision of training and development opportunities for staff but could easily be amended to cover Councillor training and development also.

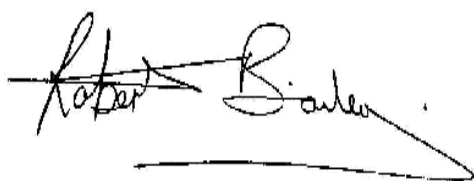
The Anti-terror checklist outlines vital actions that parish and town councils can take to enhance safety and preparedness against terrorism. While not exhaustive, these steps align with the anticipated requirements of the Terrorism (Protection of Premises) Bill, also known as Martyn's Law. By implementing these measures, parish and town councils can proactively contribute to the safety and security of their communities.

After some discussion, it was **RESOLVED that the training and development policy be adopted subject to reference to Councillor training and that Carnforth Town Council be recommended to approve the Anti-terror checklist and implement measures as required.**

24179 Items for next Agenda: Budget monitoring and planning; Precept for 2025/2026

24180 Date of next meeting: The next scheduled meeting of the Finance & Governance Committee is **Thursday 9th January 2025 at 5:30pm at Carnforth Council Offices.**

The meeting closed at 6:20pm



Town Clerk & Responsible Financial Officer

CARNFORTH TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

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Purpose and scope

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff and Councillors. It applies to all staff whether full or part time, temporary or fixed term.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff and councillors to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

Consideration

Several factors will be considered when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

To ensure that the council can consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. **Mandatory:** Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training/qualifications. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification.

Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement.

Examples of mandatory training include:

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection

2. **Desirable:** Desirable training is not legally required but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council.

Examples may include:

- Certificate in Local Council Administration (CiLCA)
- Allotments Legal Compliance
- Community Engagement
- Finance and Governance in Local Council Administration

3. **Optional:** An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

The Council may determine training suitable for Councillors

Examples may include:

- Community Governance
- Financial Management
- Town Planning
- Control of Substances Hazardous to Health (COSHH)

Guidance for support

Since 2020 new contracts need to reference any training provided by the employer. It should also note if there is a requirement to gain a qualification within a stipulated amount of time, or where it is required that a qualification is maintained. If it is possible that the employment will be ended, if the qualification is not gained in the stipulated time, then the contract should state this.

Support for qualifications, training and personal development can include [financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination]. Any financial and non-financial support to training and development is entirely at the discretion of the council. Any financial support will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason]

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.]

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role.

However, the Town Clerk (or Town Mayor) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: December 2024

Approving committee: Finance & Governance Committee

Date of committee meeting: 12 December 2024

Policy version reference: 0.01

Supersedes: None

Policy effective from: 01/01/2024

Date for next review: 01/01/2025

— policy ends here —

Notes

1. Green Book terms

If the council adopts Green Book terms and conditions of employment, staff attending or undertaking required training are entitled to payment of normal earnings; all prescribed fees and other relevant expenses arising. Employees are also entitled to paid leave for the purpose of sitting for required examinations. When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.

2. “Being a good employer – a guide for parish and town councillors”.

The “Being a good employer guide” provides comprehensive advice and guidance around training and development, including what a policy might contain; identifying training needs, as well as information and guidance on appraisal.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by Worknest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

ANTI-TERROR CHECKLIST

This template was written by the Martyn's Law Steering Group and last updated on 26 November 2024.

This checklist outlines vital actions that parish and town councils of all sizes can take to enhance their local terrorism preparedness. While not exhaustive, these steps align with the anticipated requirements of the Terrorism (Protection of Premises) Bill, also known as Martyn's Law. By implementing these measures, parish and town councils can proactively contribute to the safety and security of their communities.

Action	Completed	Notes
Check if your indoor event or meeting will have between 200 and 799 people.		
Acknowledge that if your event has between 200 and 799 people, it will fall into the Martyn's Law standard tier.		
Does your parish or town council own the venue?		
If you hire out or allow other groups to use the facilities that you own, you will also need to ensure that they prepare adequately for possible terrorist attacks.		
Follow the enhanced tier requirements if your facilities hold more than 799 people.		

Action	Completed	Notes
<p>Suppose your parish or town council is putting on an event in an area where the entrances can be manned to monitor entry into the event, such as where tickets are sold. In that case, it will also be affected by Martyn's Law requirements – check to make sure.</p>		
<p>If your parish or town council's venue or event has a capacity/attendance of less than 200 people, has your council opted out of standard tier requirements by formal resolution at a full council meeting?</p>		
<p>Does your parish or town council/venue have appropriate insurance coverage?</p>		
<p>Has your parish or town council completed a venue-specific risk assessment to satisfy insurance requirements for dealing with a terrorist attack?</p>		

Action	Completed	Notes
Has your venue/event-specific risk assessment considered the most likely type of terrorism risks and mitigation to reduce these (i.e. physical attack, injury using bladed or blunt weapons)?		
Does your event/venue-specific terrorism plan consider mitigation activity (such as training staff, creating early awareness of threats, etc.)?		
Ahead of Martyn's Law coming into legal effect, has your parish or town council considered the following factors:		
Develop awareness amongst all involved.		
If your parish or town has a village hall or similar venue run by a local charity, have you ensured that the charity is aware of Martyn's Law requirements?		
Start to discuss the subject with councillors and staff at meetings.		

Action	Completed	Notes
Train relevant councillors and staff.		
Start thinking about each premises where you hold events or meetings.		
Consider the most likely forms of terrorism at each venue and what you might do to stop it.		
If user groups use your premises, advise them of the upcoming legislation and explain that they will also have to have plans to deal with terrorism.		

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
332	CBVH - Cleaning & Hygiene	25/11/2024		General account	BACS	Cleaning supplies	Thomas Graham	S	48.68	9.74	58.42
332	CBVH - Cleaning & Hygiene	25/11/2024		General account	BACS	Cleaning supplies	Thomas Graham	S	4.92	0.98	5.90
											64.32
335	Outdoor Maintenance	03/12/2024		General account	BACS	Grounds Maintenance	Travis Perkins	S	16.05	3.21	19.26
335	Outdoor Maintenance	03/12/2024		General account	BACS	Grounds Maintenance	Travis Perkins	S	44.00	8.80	52.80
335	Outdoor Maintenance	03/12/2024		General account	BACS	Grounds Maintenance	Travis Perkins	S	69.88	13.98	83.86
335	Allotments - Repairs & Mainten	03/12/2024		General account	BACS	Grounds Maintenance	Travis Perkins	S	108.50	21.70	130.20
335	Allotments - Repairs & Mainten	03/12/2024		General account	BACS	Grounds Maintenance	Travis Perkins	S	72.99	14.60	87.59
335	Allotments - Repairs & Mainten	03/12/2024		General account	BACS	Grounds Maintenance	Travis Perkins	S	22.52	4.50	27.02
											400.73
336	CCH - Film Nights	03/12/2024		General account	BACS	Film night	Eden Arts	S	105.00	21.00	126.00
											126.00
340	Training - Staff	05/12/2024		General account	BACS	Personal Alcohol Licence	The Licensing Team	S	99.00	19.80	118.80
											118.80
371	CCH - Film Nights	06/12/2024		General account	BACS	Film night	Jim Grisenthwaite	Z	42.00		42.00
											42.00
372	Outdoor Maintenance	06/12/2024		General account	BACS	Outdoor maintenance supplies	DIY Supplies	S	2.00	0.40	2.40
											2.40
375	Remembrance Day	12/12/2024		General account	BACS	Traffic Management	Ventbrook Ltd	S	720.00	144.00	864.00
											864.00
376	War Memorial Centenary	12/12/2024		General account	BACS	Traffic Management	Ventbrook Ltd	S	1,920.00	384.00	2,304.00
											2,304.00
378	CCH - NNDR	12/12/2024		General account	BACS	NNDR	Lancaster City Council	Z	776.63		776.63
											776.63
379	Operations	13/12/2024		General account	BACS	Salaries	Carnforth Town Council	Z	1,273.38		1,273.38
											1,273.38
Total									5,325.55	646.71	5,972.26



Carnforth Town Council Correspondence – December 2024 meeting



Date	Sender	Topic
19/11/2024	Town Clerk & RFO	Carnforth Town Council meeting - additional papers
20/11/2024	Met Office	Weather warning
20/11/2024	Lancaster City Council	Eggcup 'support group - agenda
21/11/2024	Lancashire County Council	16/00051/FUL Queens Hotel, Carnforth - planning condition
25/11/2024	Lancaster City Council	Eggcup Support Meeting
25/11/024	Pageant-master	VE Day 80 – 8 th May 2025
26/11/2024	National Association of Local Council's	Events newsletter
27/11/2024	Town Clerk & RFO	Town Development & Planning Committee Agenda pack
27/11/2024	Town Clerk & RFO	Property & Environment committee agenda
03/12/2024	County Councillor Williamson	Parking bays and signage outside the Station Hotel, Carnforth
04/12/2024	Lancashire Constabulary	Launch of the Police and Crime Plan 2024 - 2029
04/12/2024	Town Clerk & RFO	Draft Minutes Carnforth Town Council 20/11/2024
05/12/2024	Resident	Anti-social behaviour and stroke society interested in using community allotment
06/12/2024	Town Clerk & RFO	Finance & Governance Committee agenda pack
10/12/2024	Lancashire County Council	Winter gritting bulletin 6th December 2024
10/12/2024	Town Clerk & RFO	Casual Vacancies
12/12/2024	Lancashire County Council	Fully Funded Micro Woods
13/12/2024	Lancaster City Council	Eggcup Support Group Meeting Monday the 16th of December at Morecambe Town Hall 2pm - 3pm