



CARNFORTH TOWN COUNCIL ANNUAL REPORT 2024/2025

Working for our Community



www.carnforthtowncouncil.gov.uk

Published by Carnforth Town Council, 46 – 48 Market Street, Carnforth LA5 9LB

Tel: 07828 254 419

Email: clerk@carnforthtowncouncil.gov.uk

HIGHLIGHTS OF THE YEAR

TOWN MAYOR'S REPORT

Serving as the Town Mayor of Carnforth has been a profound honour, especially during a year filled with heartfelt remembrance and community spirit. This year, our town exemplified unity and respect, paying tribute to those who served valiantly in the armed forces and celebrating the peace we cherish today.

The year began with the 80th anniversary of D-Day on June 6th, a day when the nation came together to honour the bravery of the allied forces who played a crucial role in securing our freedom. This was followed by Armed Forces Day on June 29th, where our community proudly showed its support for the service members and their families, veterans, and cadets. These events not only commemorated past sacrifices but also strengthened our resolve to support those currently serving.

August 15th marked our remembrance of Victory in Japan Day, a poignant reminder of the end of World War II in the Pacific. A highlight of the year was celebrating the centenary of our War Memorial's unveiling with a historic film archive of the unveiling of the War Memorial and footage of the impact of war in our region. This was followed by a re-created parade and ceremony with special guest Lord Cavendish – 100 years after his grandfather! As always on Remembrance Sunday we paid tribute to military and civilian personnel during the two World Wars and later conflicts. These events brought our community together in reverence and gratitude. On May 8th we celebrated the 80th Anniversary of VE Day. Thanks to Mel Guilding, Town Crier for her Cri's throughout the year and Ivan Atkinson, a Veteran, who escorted me with laying wreaths on behalf of the Town Council.

This year also saw the success of our Halloween pumpkin decorating and Easter Fun Day, highlighting our vibrant community spirit and creativity.

As well as events run by the Town Council, I have had the pleasure of opening the Carnforth Carnival, the Bay Fringe and the Carnforth Christmas Switch-on. I have been invited to attend annual meetings of community groups, coffee mornings, Christmas parties; wonderful concerts led by Carnforth Choir and the Lancaster & District Male Voice Choir and been a judge for Carnforth X-Factor!

I welcomed visitors from our twinned town of Sailly-sur-la-lys and had a 'ride along, with our local Police Community Support Officers.

And I was honoured to represent Carnforth at an event organised by the High Sheriff of Lancashire, to visit Lancaster Castle, together Mayors from across the county for an afternoon filled with history and friendship.

I was delighted to be able to provide donations to Carnforth Choir and the SAFE pop-up project. This past year as Town Mayor of Carnforth, it's been a period of growth and transformation, marked by the addition of four new Councillors and a strategic job evaluation aimed at enhancing our Council's operations.

Welcoming four new Councillors brought fresh perspectives and renewed energy to our team. Their diverse backgrounds and ideas have enriched our discussions and decision-making processes, helping us better address the needs of our community. This infusion of new voices has been vital in ensuring that we remain dynamic and responsive to the challenges and opportunities facing Carnforth.

In tandem with this, we undertook a comprehensive job evaluation to accurately assess the value and contributions of our staff. This evaluation resulted in the redesignation of key positions, with our staff now serving as the Assistant Town Clerk and Facilities Manager. These changes were made to better align with our strategic goals and to empower our team to deliver even greater service to our residents. By refining roles and responsibilities, we've laid the groundwork for more efficient operations and improved community engagement.

These developments reflect our commitment to fostering a supportive and progressive environment within the Council, ensuring that both our elected members and staff can thrive in their roles. The positive impacts of these changes are already being felt, with more streamlined processes and enhanced collaboration leading to better outcomes for our community.

Sadly, during the year we lost Councillor Bob Roe who was Town Mayor of Carnforth on three separate occasions and served on the council for a total of thirty-one years! Bob always took great pride in serving the Carnforth community.

As I reflect on a year filled with poignant events and community achievements, I am filled with pride and gratitude for the unwavering support from our Councillors, staff, and the people of Carnforth. Thank you for all for a wonderful year as your Town Mayor,

Councillor Elisabeth Jones, Town Mayor

TOWN DEVELOPMENT & PLANNING (TD&P) COMMITTEE



The Town Development & Planning (TD&P) Committee usually meets on the first Monday of every month. This Committee considers planning applications, planning policy and infrastructure matters with input from site visits, the local community, and other stakeholders before making recommendations to the Town Council. Council decisions on planning are then submitted online to Lancaster City Council for subsequent consideration and final decision by their Planning Committee.

Led by this Committee, the Town Council works closely with City and County Councils to ensure that the views of our residents are considered when determining planning-related and highways issues and with many other agencies of a range of matters including health and wellbeing.

The Council promotes and advocates the town in many ways - whether it be representing our community on a residents' parking scheme, highways, anti-social behaviour and public realm matters, planning enforcement issues and reporting dangerous buildings.

The TD&P Committee is dedicated to developing our town and improving the wellbeing of our community.

The TD&P committee takes the lead in delivering our highly successful community events.

Notable in 2024 was the weekend-long program of events that marked the 100th anniversary of the Carnforth War Memorial.

The weekend served as a powerful tribute to those commemorated on the memorial and a celebration of Carnforth's community spirit. The events included an archived film of the unveiling of the Memorial on 9th November 1924 and the impact of war in the North West region. A historical exhibition showcasing the history of the memorial and the lives of those it commemorates drawing on local archives and family histories. There was a formal parade and ceremony with local dignitaries, military representatives, community leaders and residents. A wonderful day of remembrance and reflection, honouring the sacrifices made and connecting the past with the present, fostering a deeper understanding of the memorial's significance. A commemorative booklet the history of the memorial, and the stories of those commemorated will serve as a lasting legacy, preserving the memory of the event for years to come.

Carnforth Town Council's commitment to community



engagement shone brightly through its organisation of the Halloween pumpkin decorating competition and the Easter Fun Day.

They all fostered a strong sense of community spirit, bringing together

residents of all ages in celebrations of seasonal fun.

The positive feedback received highlights the value of investing in events that cater to diverse interests and age groups. The relatively high participation rates in both events demonstrate the community's enthusiasm for such initiatives.

The Town Council also supported a range of community led events in 2024/2025. All of the years events successfully blended cheer with opportunities for community interaction, strengthening social bonds and creating positive memories.

PROPERTY & ENVIRONMENT (P&E) COMMITTEE

The Property & Environment Committee is responsible for all the Council's assets, including the management and safeguarding of essential community assets like Carnforth Civic Hall and Crag Bank Village Hall and the War Memorial Gardens.

The Council maintains public rights of way, footpaths, open spaces, flower beds and numerous planters and street furniture around the town, including the 'train' at Crag Bank roundabout and the 'two owls' at the top of Hawes Hill.

Carnforth Town Council has taken significant strides to ensure the safety and well-being of our community by conducting detailed assessments in health and safety, fire risk, and asbestos management. These comprehensive evaluations have been crucial in identifying potential hazards and implementing robust action plans to meet our statutory and safety obligations.

By prioritising these assessments, the Council demonstrates its commitment to proactively safeguarding public spaces and ensuring compliance with relevant regulations. This includes meticulous fire risk assessments, which help prevent incidents and ensure swift responses in emergencies, and thorough asbestos management to protect the health of everyone who visits or works in our facilities.



Our action plans are not just about compliance; they are about fostering a safe and welcoming environment for all. Through regular reviews and updates, these plans remain dynamic and responsive to any emerging challenges, reinforcing our dedication to the community's safety and peace of mind.



Carnforth Town Council is deeply committed to maintaining and enhancing our open spaces, public rights of way, gardens, and public realm, recognising their vital role in fostering community well-being and environmental sustainability.

Regular maintenance schedules ensure that gardens are kept tidy and inviting. This proactive approach not only enhances the aesthetic appeal of our town but also supports biodiversity, providing habitats for local wildlife.

The Council is dedicated to ensuring these areas remain vibrant, accessible, and beneficial for all residents.

The improvements at Carnforth Allotments serve as a shining example of how well-maintained green spaces can bring a multitude of benefits. These allotments not only provide residents with the opportunity to grow their own produce, promoting healthy lifestyles and self-sufficiency, but they also foster a sense of community and belonging. The shared experience of gardening brings people together, creating a network of support and collaboration.

The Council actively seeks community involvement in the upkeep and enhancement of these spaces. By engaging residents and organisations, we foster a sense of ownership and pride, which in turn helps maintain the quality and sustainability of our public realms. This collaborative approach ensures that our open spaces meet the diverse needs of our community, from tranquil gardens for relaxation to vibrant parks for recreational activities.

FINANCE & GOVERNANCE (F&G) COMMITTEE

The Finance & Governance Committee usually meets on the second Thursday of the month. Its functions include the consideration of new policies, developing strategy and monitoring the actions of all committees in delivering the Council's plans. It is also responsible for the Town Council's website, oversight of the Council's budgets and accounts as well as its internal control, governance, risk management and staff functions.

Carnforth Town Council invested in job evaluation and good governance as key pillars for its future success.

The job evaluation not only ensured that roles within the Council are clearly defined and fairly compensated but also enhanced operational efficiency and staff morale. By aligning job responsibilities with strategic goals, the Council can better serve the community and optimise resources.

Job evaluation delivered a structured framework to assess the value of each role within the Council, ensuring fairness and transparency. This process aids in identifying skill gaps and training needs, allowing the Council to invest in targeted professional development. The benefits are multifaceted: not only do staff members feel valued and motivated, but the Council itself can function more effectively, delivering services with precision and accountability.

Good governance is at the heart of the Council's mission, ensuring decisions are made with integrity and transparency. This foundation of trust supports effective collaboration with stakeholders and the community. With robust governance structures in place, the Council can

confidently pursue ambitious projects, knowing that all actions are underpinned by sound principles and practices.

In 2025/2026, the Council plans to bolster these initiatives by investing in comprehensive training programs for both councillors and staff. This will equip them with the latest knowledge and skills needed to tackle emerging challenges and opportunities. The focus will be on developing leadership capabilities, enhancing decision-making processes, and utilising modern technologies to streamline operations

Carnforth Town Council is open and transparent about the way it manages its finances. All the statutory financial reports as well as information on the way the Council mitigates risk, maintains effective and efficient internal control and governance and ensures sound financial management in delivering the Council's plans and objectives can be found on the Council website www.carnforthtowncouncil.gov.uk

The Council's finances are monitored on a day-to-day basis by the Town Clerk, Bob Bailey, acting in his statutory role of Responsible Finance Officer. The Committee considers monthly bank reconciliations and financial monitoring reports and makes recommendations to the Town Council on payments.

The annual accounts and supporting documents; systems of internal control and governance and compliance with legislation and accounting practices are audited by a qualified and highly competent internal auditor and external auditors appointed by Central Government.



CARNFORTH
TOWN COUNCIL

[Accessibility Statement](#) [Privacy Policy](#)

News

Town Council ▾

Documents ▾

Events

Notices

Report an Issue

Directory

Gallery

Contact Us

Welcome to Carnforth

Carnforth is in the district of Lancaster in the Northwest of England. It is 9.24km to the north of Lancaster and bordered roughly by the A6 and local country roads to the south,

COMMUNITY BENEFIT FUND

Each year Carnforth Town Council receives a grant from Aurora Wind Turbine funds to distribute to projects that meet the criteria for benefiting the community.



In 2024/20245 Carnforth Town Council awarded £300 to Carnforth Bowling Club and donated funds to Carnforth & District Twinning Association and Gail Brown who does a great job of maintaining Alexandra Park.

You can check out the criteria for grant funding and download an application form from our website at:

<https://carnforthtowncouncil.gov.uk/community-benefit-fund/>



MONEY MATTERS

As you review your 2025/2026 Council Tax bill, you'll notice the allocation that supports various services in our community. The majority of your tax goes to Lancashire County Council for essential services like adult social care, roads, schools, and libraries. Following this, Lancaster City Council receives funding for waste collection, environmental health, and housing. The Police and Fire Services also receive their share.

Finally, the bill outlines the portion dedicated to Carnforth Town Council—though smaller in comparison, this funding is pivotal for our local initiatives. Unlike larger councils, we rely entirely on resident contributions and any income we generate, since we don't receive government funding.

Planning for the new budget began in October, with ongoing discussions leading to our January precept meeting. During this process, councillors meticulously reviewed every budget line and engaged with residents to ensure that our plans align with community priorities, particularly in preserving our town's heritage and enhancing its appeal as a place to live, work, and visit.

With a thoughtful eye on financial challenges and future uncertainties, councillors set the 2025/2026 precept at £187,500. This results in a slight increase of less than 2%, or just £2.08 per week for a Band D property. This modest rise allows us to pursue ambitious plans that secure long-term benefits for the community. Most properties in Carnforth fall within Bands A to D, equating to a weekly precept of between £1.38 and £2.08. The precept funds a range of vital services and functions managed by the Town Council, as detailed as set out in our Annual Report. We support valued community groups and enhance our service delivery through modern technology.

Our website, social media, and Carnforth Express keep residents informed and supported with local news and information. We intend to build on our effective communications and consultation in 2025/2026 sharing useful and interesting information, demonstrating the Town Council's commitment to openness and transparency and delivering on the needs of our community.

Listening to our residents, the Council will be exploring investment options for both Crag Bank Village Hall and Carnforth Civic Hall as well as important matters such as the Residents Parking Scheme consultation and opportunities linked to the Eden Project in Morecambe, which promises significant benefits for our district. Strengthening partnerships with Lancaster City and a new-looking Lancashire County Councils, as well as other stakeholders, will be key in this endeavour.

Since 2020, we have faced unprecedented challenges, yet Carnforth continues to thrive. The Town Council remains committed to delivering quality services, safeguarding our heritage, and driving forward ambitious plans—and all for about £2 a week.



LOOKING AHEAD TO 2025/2026

As I prepare to serve as Town Mayor for the 2025-2026 term, I am filled with optimism about the future of Carnforth. While challenges await us, there are abundant opportunities that we can seize to enrich our community life. Our excellent relationship with Lancaster City Council and Lancashire County Council has been instrumental in past successes, and I am committed to nurturing these collaborations further. Together, we have demonstrated that Carnforth Town Council is a "can do" organisation, and we aim to build on this positive reputation.

Looking ahead, our focus will be on engaging the community with meaningful events and fostering a spirit of collaboration. We will continue to honour our service members through remembrance events, and building on events introduced in the last year like Halloween and Easter festivities. These events not only offer joy and community spirit but also invite participation from all corners of Carnforth, encouraging residents to connect, celebrate and have fun together. A highlight of the year will be the Carnforth Christmas Switch-On, which we are thrilled to take over. With Santa already booked, we anticipate a magical event that will bring joy to all!

In terms of enhancing our council, supporting ongoing professional development for both Councillors and staff is a priority. By doing so, we ensure that our team is equipped with the skills and expertise needed to serve the community effectively. Open communication and collaboration between new and existing Councillors will be encouraged to leverage diverse perspectives, fostering a vibrant and inclusive council environment.

We will also continue to monitor and evaluate the impact of any new roles we introduce, ensuring they align with the evolving needs of our community. This forward-thinking approach allows us to remain adaptable and responsive, positioning us well to tackle future challenges. We will also submit an application for recognition of the standards achieved by Carnforth Town Council to the national 'Local Council Award Scheme' which offers a structured framework to empower councils to enhance and realise their full potential.

During the year, there will be a consultation process for the Carnforth Neighbourhood Plan review and the Residents Parking Survey, both crucial for shaping a community that truly reflects the needs and aspirations of its residents.

As we embark on this journey, I invite every resident to join us in shaping the future of Carnforth. Your input and participation are invaluable as we strive to make meaningful progress together.

Are you ready to contribute to our community's growth and success?

Councillor Rowland Parker

CARNFORTH TOWN COUNCIL SERVICES AND ACTIVITIES

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>ASSETS & SERVICES</div> <div><ul style="list-style-type: none">• Bus shelters;• Street furniture;• Footpaths & Open Spaces;• War Memorial Gardens;• Planters; Flower beds;• Litter & Dog waste bins;• Community Benefit Fund;• Planning & Traffic related matters;• Carnforth Civic & Crag Bank Village Halls;• Facebook/Twitter/Website;• Carnforth Express Newsletter;• Emergency Planning;• Carnforth Neighbourhood Plan;• Community consultation;• Carnforth (Highfield) Allotments</div> | <div>ACTIVITIES & EVENTS</div> <div><ul style="list-style-type: none">• Remembrance Day & National events;• Festivals & special events;• Film Nights;• Hall Hire<div>COLLABORATION WITH OTHERS</div><div><ul style="list-style-type: none">• Carnforth Integrated Care Community;• Eggcup;• Carnforth Chamber of Trade;• Carnforth Rotary• Carnforth Twinning Association;• Salvation Army – Carnforth Branch• Lancaster City Council;• Lancashire County Council;• Local schools and churches;• Lancaster & District Community & Voluntary Solutions• A variety of other Community groups and stakeholders</div></div> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2025/2026 COUNCIL & COMMITTEE MEETING CALENDAR

All meetings of the Council and Committees are open to the public – see the Calendar of meetings below. Each agenda includes a period when the public may address the Council. For more information, please go to the Meetings pages on our website www.carnforthtowncouncil.gov.uk

| 2025/2026 | Town Council | Town Development & Planning Committee | Property & Environment Committee | Finance & Governance Committee |
|-----------|--------------|---------------------------------------|----------------------------------|--------------------------------|
| MAY | 21 | 12 | 6 | 14 |
| JUNE | 18 | 2 | 3 | 12 |
| JULY | 16 | 7 | 1 | 10 |
| AUGUST | 20 | No meetings | | |
| SEPTEMBER | 17 | 1 | 2 | 11 |
| OCTOBER | 15 | 6 | 7 | 9 |
| NOVEMBER | 19 | 2 | 3 | 13 |
| DECEMBER | 17 | 1 | 2 | 11 |
| JANUARY | 21 | 5 | 6 | 8 |
| FEBRUARY | 18 | 2 | 3 | 12 |
| MARCH | 18 | 2 | 3 | 12 |
| APRIL | 15 | 6 | 7 | 9 |

TOWN COUNCIL COUNCILLORS & STAFF 2025/2026

| Position | Name | Email | Telephone |
|--------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------|--------------|
| Town Clerk | Bob Bailey | clerk@carnforthtowncouncil.gov.uk | 07828 254149 |
| Assistant Town Clerk | Leah Longhorn | assistanttownclerk@carnforthtowncouncil.gov.uk | 07303 112446 |
| Facilities Manager | Kath Bromilow | kath.bromilow@carnforthtowncouncil.gov.uk | 07843 529979 |
| Site Manager, Crag Bank Village Hall | Julie Cox | julie.cox@carnforthtowncouncil.gov.uk | 07961 784856 |
| Outdoor Maintenance Officer | Simon Jobling | simon.jobling@carnforthtowncouncil.gov.uk | 07581 447914 |
| Town Mayor | Rowland Parker | rowland.parker@carnforthtowncouncil.gov.uk | 07776 228950 |
| Deputy Town Mayor | Ian Laurence | ian.laurence@carnforthtowncouncil.gov.uk | 07419 772468 |
| Members | John Bassinder | john.bassinder@carnforthtowncouncil.gov.uk | 07947 470459 |
| | Linda Downes | linda.downes@carnforthtowncouncil.gov.uk | 07746 221362 |
| | Jim Grisenthwaite | jim.grisenthwaite@carnforthtowncouncil.gov.uk | 07710 864904 |
| | Chris Hanna | chris.hanna@carnforthtowncouncil.gov.uk | 07308 121931 |
| | Elizabeth Jones | elizabeth.jones@carnforthtowncouncil.gov.uk | 07738 134262 |
| | Paul Turner | paul.turner@carnforthtowncouncil.gov.uk | 07830 537565 |
| | Sharon Richmond | sharon.richmond@carnforthtowncouncil.gov.uk | 07833 731096 |
| | Steven Richmond | steve.richmond@carnforthtowncouncil.gov.uk | 07932 412674 |
| | Chris Smith | chris.smith@carnforthtowncouncil.gov.uk | 07775 817854 |
| | Viktoria Szalai | viktoria.szalai@carnforthtowncouncil.gov.uk | 07907 774397 |