

46 – 48 Market Street  
Carnforth  
LA5 9LB  
Tel: 07828254149  
Email: [clerk@carnforthtowncouncil.gov.uk](mailto:clerk@carnforthtowncouncil.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 18<sup>th</sup> June 2025 at 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@carnforthtowncouncil.gov.uk](mailto:clerk@carnforthtowncouncil.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 flourish extending from the end.

Bob Bailey, Town Clerk & Responsible Financial Officer



# Carnforth Town Council

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

**Summons to attend the meeting of Carnforth Town Council on  
Wednesday 18<sup>th</sup> June 2025 at 5:30pm at Carnforth Civic Hall**

- 25079. Apologies:** To receive apologies
- 25080. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 25081. Urgent Business:** To consider matters of urgent business
- 25082. Minutes:** To consider Minutes of the meeting held on Wednesday 21<sup>st</sup> May 2025
- 25083. 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
- 25084. 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
25/00581/ADV	Advertising application for non-illuminated external fascia board – 20 Hawk Street, Carnforth LA5 9LA <b>Recommendation: Support the planning application in principle</b>
25/00562/FUL	Erection of drive-thru restaurant with associated access, servicing, car parking, hard and soft landscaping and other associated works - Land At Electric Drive Carnforth Lancashire LA6 1FW <b>Recommendation: Object to the planning application</b>
<b>Traffic Regulation Orders:</b>	
No Traffic Regulation Orders to consider	

- 25085. Planning Decisions:** To consider planning decisions made by Lancaster City Council



# Carnforth Town Council

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

- 25086. Motion:** The TC&RFO has received a motion from Councillor Laurence proposing that Carnforth Town Council arrange an additional Armed Forces Day Service to coincide with the 1940s Weekend being organised by the Carnforth Heritage Centre.
- 25087. Town Development & Planning Committee:** To consider report of committee meeting held on Monday 2<sup>nd</sup> June 2025
- 25088. Property & Environment Committee:** To consider report of Property & Environment Committee meeting held on Tuesday 3<sup>rd</sup> June 2025
- 25089. Finance & Governance Committee:** To consider report of Finance & Governance Committee meetings held on Wednesday 12<sup>th</sup> June 2025
- 25090. Adoption of policies and procedures:** To consider for formal adoption the following policies and procedures as recommended by the Finance and Governance Committee:
- 1) [Financial Regulation](#)
  - 2) [Anti-Fraud & Corruption Policy](#)
  - 3) [IT Policy](#)
  - 4) [Lone Worker Policy](#)
  - 5) [Medical Emergency Procedures](#)
  - 6) [Councillor Request Protocol](#)
- 25091. Payments for Authorisation:** To consider for approval payments awaiting authorisation
- 25092. Correspondence:** To consider correspondence received since the last meeting
- 25093. Items for next Agenda:** To consider agenda items for the next ordinary meeting of Carnforth Town Council
- 25094. 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
- 25095. Date of next meeting:** Wednesday 16<sup>th</sup> July 2025 at 6:30pm

**Town Clerk & Responsible Finance Officer**

**13 June 2025**

**Tel: 07828254149 Email: [clerk@carnforthtowncouncil.gov.uk](mailto:clerk@carnforthtowncouncil.gov.uk)**



# Carnforth Town Council

## Minutes of meeting held on 21<sup>st</sup> May 2025 at 6:30pm at Carnforth Civic Hall

**Present:** Councillors Jones (Town Mayor); Bassinder; Downes, Grisenthwaite, Hanna, Laurence, Parker; (Sharon) Richmond, (Steve) Richmond; Smith, Szalai

**In attendance:** Bob Bailey, Town Clerk & Responsible Financial Officer (TC&RFO); Town Crier, Mel Guiding; County Councillor Phillippa Williamson and one member of the public (part).

**25063** **Apologies:** Apologies were received from Councillors hanna, and Parker.

**25064** **Declarations of Interest.** Councillors referred to their published declarations of interest should any related matter be discussed. John B usual.

**25065** **Urgent Business:** Sizzle Inn Clock – shop being refurbished, casing in very bad state and suggest in a new housing and bolts and cherry picker. Needs adding to asset register list. Do all repairs together. LouiseBelcher; followed uo and will for a riemds griuop assisted by cvs and Natinal Gas

After some discussion, it was **RESOLVED that the resident be asked to submit a written request specifying the perceived error and suggested correction so that the Council can determine whether to amend the Minutes**

**25066** **Minutes:** It was **RESOLVED that the Minutes of the meeting of Carnforth Town Council held on Wednesday 23<sup>rd</sup> April 2025 be approved.**

**25067** **Adjournment for public discussion and information only updates.**

1) **Public Discussion:** No representation was made by members of the public

2) **Town Mayor & Councillor updates / matters:**

a) The Mayor reported on engagements and activities in the last month including:

b) Councillors reported the following:

Library – no attendance, benefit and what to do. Reach out to schools and other venues

Poet Laureatte competition – two schools; Fringe Planning going well – Sttion

Hotel and a vets story; Furness Hall one evening. 11 - ??12<sup>th</sup> and Big Lunch

Library – capturing Carnforth day – well attacded; surgery; keep a video of events.

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# Carnforth Town Council

- 3) **Reports of County & Ward Councillors:** LB = County Cllr no new induction, thank Phillippa Williamson and thank her; Stubbs – Nib asset of community value but refused and appealed and looks like a buyer and leased back to the community funding granted at 30 May; Cabinet new plan for waste on food waste by March and recycling boxes replaced and 3 weekly collection Windermere Rd garages, asbestos to be removed and public realm do a tidy up; hedges at Tesco not City and County were looking but is Tesco and given notice to cut back; H&S exposure being addressed. Q – funding to Martin Bottoms to do and CC ward cllrs and Jonathon Noad.

Belcher -cleared garage area and now needs a new clean up and clear asbestos; walkabout 20<sup>th</sup> June at 10am Grace Leanne; Highfield Allotments' – trees coming over from the woods; parking issues for allotment holders??; no local plan review group. Thanked

- 4) **Town Crier:** Thanked Council at VE Day and good attendance and good feedback; DDay 6<sup>th</sup> June and a flag raise 10:30; Armed Forces Day 28<sup>th</sup> June and at the car park at the Station; VJ day 15<sup>th</sup> August to mirror VE day; 27 November.

- 5) **Reports from outside bodies:** Jim – Lizzi Collinge visited good meeting gave contacts on funding

6) **Town Clerk's Report:**

After some comments and questions it was **RESOLVED that the reports be noted and that progress on agreed actions and recommendations reported in due course.**

**25068 Y 2024 2025 Year End:**

**25069 Planning Applications & Temporary Road Closures:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
<b>Traffic Regulation Orders:</b>	



# Carnforth Town Council

**25070 Planning 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.

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

**25071 Property & Environment Committee;** Councillor (Steve) Richmond reported on the discussions, recommendations and actions arising from the meeting of the Property & Environment Committee held on 6<sup>th</sup> May 2025, including:

- a) Water at Carnforth Town Council; doors to look at CCH; heating ok for the moment; h&s review but delegated authority etc; storage to be sorted and secure area;

After general comments on the importance of addressing essential health and safety compliant actions needed as soon as practicable it was **RESOLVED that the report, actions and recommendations of the Property & Environment Committee be noted and approved.**

**25072 Town Development & Planning Committee:** Councillor Parker reported on the discussions, recommendations and actions arising from the meeting of the Town Development and Planning Committee held on 12<sup>th</sup> May 2025 including:

- a) Yerms of reference deferred; points covered

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

**25073 Finance & Governance Committee:** Councillor Grisenthwaite reported on the discussions, recommendations and actions arising from the meeting of the Finance and Governance Committee held on 14<sup>th</sup> May 2025, including:

- a) Mailchimp and financial regulations;

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

**25074 Payments for Authorisation:** Councillors considered the list of payments recommended for authorisation and it was **RESOLVED that payments be approved in full**

**25075 Correspondence:** It was **RESOLVED that correspondence received and acted on in the last month be noted**

**25076 Items for next Agenda:**

**25077 Confidentiality:** There were no confidential agenda items



# Carnforth Town Council

**25078**

**Date and time of next meeting:** The next meeting of the 'ordinary' Town Council will be held on **Wednesday 18<sup>th</sup> June 2025 at 6:30pm**. The meeting closed **at 8.20pm**

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Town Clerk & Responsible Finance Officer



# Carnforth Town Council

## Part 2 Confidential Minutes of meeting held on 19<sup>th</sup> March 2025 at 6:30pm at Carnforth Civic Hall

**Present:** Councillors Jones (Town Mayor); Bassinder; Downes, Grisenthwaite, Hanna, Parker; (Sharon) Richmond, (Steve) Richmond; Szalai

**In attendance:** Bob Bailey, Town Clerk & Responsible Financial Officer (TC&RFO);

### Agenda Item 25037 (6): Clerks Report

#### 1) Proposal: Transfer of Responsibility for Chamber of Trade Activities

As requested by the Finance and Governance Committee, the TC&RFO presented a proposal outlining the rationale, objectives, responsibilities, benefits and risks associated with Carnforth Town Council taking on the management of a range of activities currently the responsibility of the Carnforth Chamber of Trade.

After some discussion, it was **RESOLVED that the draft proposal be shared with the Carnforth Chamber of Trade and an urgent meeting arranged to discuss and agree**

#### 2) Proposal: Redesignation of Administrative Assistant to Assistant Town Clerk

The TC&RFO set out the rationale, benefits and risks and implementation plan for the proposal

It was reported that this would be a strategic move that will, amongst other things, enhance operational efficiency and functionality and improve service delivery and demonstrates

Councillors asked several questions, suggesting an amendment to the implementation plan.

It and it was then **RESOLVED that redesignation be approved subject to a conversation/interview with the present incumbent**



# Carnforth Town Council Meeting

Date: 18<sup>th</sup> June 2025

Agenda Item: 25/083(6)

## Report of Town Clerk & Responsible Financial Officer

### 1. Annual Town Assembly and Community Awards

Our Annual Town Assembly was a great success, bringing together residents to celebrate our accomplishments and discuss future plans. The Community Awards recognised outstanding contributions, showcasing the talent and dedication within our town and the community stalls

### 2. Annual Report 2024/25

The Annual Report for 2024/25 is now available, providing a comprehensive overview of the work of Carnforth Town Council. It highlights key projects and achievements and the Town Council's strategic vision for the upcoming year.

### 3. AGAR Completion and Publication

The Annual Governance and Accountability Return (AGAR) has been successfully completed and published. This ensures transparency and accountability in our financial management and internal control reinforcing the Town Council's commitment to good governance. 🏆

### 4. Successful AGM and Friends Group Establishment

The Annual General Meeting (AGM) for the Carnforth Highfield Allotments was a great success and a wonderful opportunity to come together, plan for the future, and foster community spirit.

The AGM discussed the achievements of the past year and charted a course for the future. A Friends Group was establishment designed to bring together allotment holders and enthusiasts to share knowledge, resources, and camaraderie.

There are exciting plans for the coming year, focusing on improving facilities, increasing community involvement, and promoting sustainable gardening practices. These initiatives will enhance the allotment experience for all involved.

### 5. Revised Policies

In response to evolving needs, several revised and new policies have been drafted to better serve our community. These updates ensure that our practices remain relevant and effective, addressing challenges with innovative solutions.

**6. Supporting Staff Following Job Evaluation**

Supporting our dedicated staff is a priority, especially following recent job evaluations. The Council is committed to providing the necessary resources and support, ensuring our team is equipped to deliver exceptional service and the Council and the Carnforth Community are already reaping the benefits.

**7. Improved Community Engagement**

To better connect with our residents, we've launched a Mailchimp-based e-newsletter. This allows us to share timely updates, upcoming events, and important news directly to your inbox. It's a fantastic way to stay informed about what's happening in our town!

**8. The E-Newsletter and Carnforth Express**

Our e-newsletter complements the printed Carnforth Express, reaching even more residents and catering to diverse preferences. While the Carnforth Express remains a valued local staple, the digital format offers a convenient and eco-friendly alternative

**9. Enhanced Standards at Community Halls**

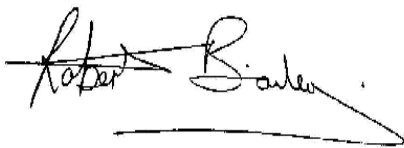
Standards have been raised at both Carnforth Civic Hall and Crag Bank Village Hall, focusing on improvements in facilities, accessibility, and overall ambiance. These enhancements have made our halls more appealing for various events, from community gatherings to private functions.

**10. Increased Bookings**

The improvements are clearly paying off, as we're experiencing a noticeable rise in bookings. This uptick not only reflects the quality of our venues but also demonstrates their value as vibrant community hubs.

**11. Thank You to Staff and Councillors**

Our staff and councillors have worked tirelessly to ensure our town thrives. Their dedication to maintaining high standards and implementing positive changes is truly commendable.

A handwritten signature in black ink, appearing to read 'Bob Bailey', with a long horizontal line extending from the end of the signature.

**Bob Bailey, Town Clerk & RFO**



# Carnforth Town Council

## Planning Application Comments & Decisions

### June 2025 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>LANCASTER CITY COUNCIL PLANNING APPLICATIONS</b>		
<b>19/00541/OUT:</b> Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth	Support the planning application in principle	Awaiting Decision
<b>21/00899/HYB:</b> Hybrid application comprising a full application for the erection of 81 dwellings with associated infrastructure and an outline application for the erection of up to 114 dwellings, including public open space provision & associated infrastructure – Land between Brewers Barn and the A601(M), North Road, Carnforth LA5 9LJ	Object to the planning application	Awaiting Decision
<b>25/00130/FUL:</b> Retrospective application for the change of use of land to domestic garden with landscaping and erection of a shed – 21 The Drive, Carnforth LA5 9JD	Support the planning application in principle	Awaiting decision
<b>25/00425/FUL:</b> Change of use and conversion of first floor into a residential apartment – Royal Station Hotel, Market Street, Carnforth LA5 9BT	Support the planning application in principle	Application Withdrawn
<b>25/00581/ADV</b> - Advertising application for non-illuminated external fascia board – 20 Hawk Street, Carnforth LA5 9LA	Support the planning application in principle	Awaiting decision



# Carnforth Town Council

## Planning Application Comments & Decisions

### June 2025 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
LANCASTER CITY COUNCIL PLANNING APPLICATIONS		
<b>25/00562/FUL</b> - Erection of drive-thru restaurant with associated access, servicing, car parking, hard and soft landscaping and other associated works - Land At Electric Drive Carnforth Lancashire LA6 1FW	Object to the planning application	Awaiting decision

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
LANCASHIRE COUNTY COUNCIL PLANNING APPLICATIONS		
<b>LCC/2024/0012:</b> Back Lane Quarry to permit an extension of the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2077 with restoration by 31st December 2078	Support the planning application in principle and comment that the developers should consider community "pay back" through s.106 agreement or other such provision in recognition of their responsibilities to the community	Application Ongoing
<b>LCC/2024/0013:</b> Leapers Wood Quarry to permit an extension in the depth of the quarry to -37m AOD, continued working of the quarry until 31st December 2064 with interim restoration by 31st December 2065	Support the planning application in principle and comment that the developers should consider community "pay back" through s.106 agreement or other such provision in recognition of their responsibilities to the community	Application Ongoing

# TOWN DEVELOPMENT & PLANNING COMMITTEE

## Draft Minutes of the meeting held on Monday 2<sup>nd</sup> June 2025

**Present:** Councillors Parker (Chair), Bassinder, Downes, Grisenthwaite, Jones and Laurence, Smith and Szalai

**In attendance:** Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO) and Leah Longhorn, Assistant Town Clerk (ATC)

<b>25058</b>	<b>Apologies:</b> There were no apologies
<b>25059</b>	<b>Election of Chair and Vice Chair:</b> Councillors Laurence and Szalai were nominated and unanimously elected as Chair and Vice-Chair of the Property and Environment Committee for the municipal year 2025/2026
<b>25060</b>	<b>Declaration on interests and dispensations:</b> Councillor Bassinder declared an interest for any staffing matters relating to a Council member of staff.
<b>25061</b>	<p><b>Urgent Business:</b> A general discussion took place regarding the ongoing Local Government Review and its potential implications for parish and town councils.</p> <p>Councillors were reminded that the next <i>Community Conversation</i> on the Eden Project will be held on 9th June at Morecambe FC, with Carnforth Town Council confirmed to be in attendance.</p> <p>The TC&amp;RFO reported that a meeting is being arranged with representatives from the two local quarries to explore potential Section 106 (S106) funding opportunities. This meeting will involve Carnforth Town Council, along with Over Kellet and Nether Kellet Parish Councils.</p>
<b>25062</b>	<b>Minutes:</b> Subject to a minor amendment, it was <b>RESOLVED that the Minutes of the meeting held on Monday 12<sup>th</sup> May 2025 be accepted.</b>
<b>25063</b>	<p><b>Public participation and information only updates:</b> There were no members of the public present, and no additional updates were provided beyond the matters listed on the meeting agenda.</p> <p>Councillors were informed that Global Link, who participated in the recent Annual Assembly, is leading a project exploring the history of Carnforth Library, which was built in 1936. The project welcomes volunteer researchers, and those interested are encouraged to get involved.</p>
<b>25064</b>	<p><b>Terms of Reference:</b> The Town Clerk &amp; Responsible Financial Officer (TC&amp;RFO) presented the draft Terms of Reference (ToR) for the Town Development and Planning Committee for consideration.</p> <p>The ToR outlines the scope, responsibilities, and procedural framework of the Committee, aiming to ensure clarity of purpose, accountability in decision-making, and the effective allocation of Council resources.</p>

**RESOLVED: That the Terms of Reference for the Town Development and Planning Committee be formally adopted subject to a minor correction.**

**25065 Planning Applications & Traffic Regulation Orders:** There were no planning applications or traffic regulation orders to consider.

Planning Applications	
Application Number:	Description
25/00581/ADV	Advertising application for non-illuminated external fascia board – 20 Hawk Street, Carnforth LA5 9LA <b>Support the planning application in principle</b>
25/00562/FUL	Erection of drive-thru restaurant with associated access, servicing, car parking, hard and soft landscaping and other associated works - Land At Electric Drive Carnforth Lancashire LA6 1FW <b>Object to the planning application</b>
Traffic Regulation Orders & other traffic notices	
There were no traffic regulation orders to consider	

The main objections and concerns relating to planning application 25/00561/FUL were summarised as:

**1. Inappropriate Land Use:**

The proposed development is located on land designated for light industrial use, and a drive-thru restaurant is considered incompatible with the intended planning designation.

**2. Proximity to Sensitive Areas:**

The site is close to a local school, raising concerns about increased traffic, road safety risks, and disruption to the school environment.

Its location near the M6 motorway could contribute to traffic congestion and pollution, affecting both residents and road users.

**3. Environmental and Public Health Concerns:**

The Council anticipates a significant increase in litter, which could negatively impact the local environment and require additional public resources to manage.

There are perceived health risks associated with the promotion of fast food, particularly near a school, which may undermine public health initiatives.

**4. Lack of Formal Communication:**

The Town Council expressed concern that it had not been formally notified about the proposal by either the applicant (McDonald's) or the planning authority (Lancaster City Council).

This lack of communication limited the Council's ability to assess the proposal and engage in the planning process in a timely and informed manner.

5. **Pre-emption of the Planning Process:**

The Council criticised the applicant for canvassing public opinion via social media before the formal planning process had begun.

It viewed this as an attempt to influence public perception and decision-making prematurely, undermining the integrity of the statutory planning process

**25066 Planning enforcement matters:** There were no enforcement matters to formally discuss although Councillor Smith requested an update on the Queens Hotel enforcement issues.

**25067 Public Highways & Open Spaces:** Councillor Grisenthwaite reported that whilst there has been a delay, Carnforth Town Council is continuing its work on the Residents' Parking Survey, aimed at understanding local parking challenges and exploring potential solutions. As part of the next phase, two public consultation events will be held in July, giving residents the opportunity to share their views and help shape future parking arrangements in the town.

A fuller update on the latest position and next steps will be published in the upcoming edition of the Carnforth Express.

**RESOLVED that the update and next steps be noted.**

**25068 Town Development:** There was a discussion on the following matters:

- 1) **Carnforth Annual Town Assembly & Community Awards:** It was reported that the event received very positive feedback, with many describing it as the best statutory meeting to date, attended by approximately 50 residents.

The revised format, which included community stalls and the introduction of the Annual Community Awards, was particularly well received and added a vibrant, inclusive atmosphere to the evening. These elements complemented the more formal aspects of the event, including guest speakers, the presentation of Carnforth Town Council's Annual Report, and a session of thoughtful and engaging questions from residents.

- 2) **D Day:** There was a discussion regarding the preferred format for the upcoming D-Day commemorative event. It was agreed that the program would include a proclamation by the Town Crier, the raising of the Union Jack, a two-minute silence, and remarks from the Town Mayor. These elements aim to provide a respectful and meaningful tribute to mark the occasion.

- 3) **Bay Fringe / Big Lunch 2025:** Councillor Smith provided a further update on the Bay Fringe Festival plans in Carnforth, noting that preparations are progressing well. Carnforth Town Council is supporting the event through publicity efforts and the provision of banners to help promote the festival locally.

The TC&RFO reminded the Committee that a budget of £5,000 has been allocated for the Big Lunch 2025 project.

The TC&RFO sought direction from the Committee regarding the event, which is expected to include a road closure, food stalls, and live entertainment—highlighted by a visit from animatronic dinosaurs—all designed to create an atmosphere of food, friendship, and fun.

Given the relatively short timeframe for organising the event, the Committee agreed to delegate authority to the TC&RFO to:

- ✓ Contact known and previously used vendors and entertainers
- ✓ Book the dinosaur attraction
- ✓ Arrange the necessary road closure

- 4) **Booth's Car Park:** It was reported that Booths has contacted existing permit holders to inform them of the new arrangements for permit administration, which will take effect upon the expiry of current permits on 30th June. Expressions of interest for the 20 available spaces opened on 1st June. It was once again confirmed that Carnforth Town Council will not be responsible for managing or enforcing the permit scheme, nor will it be involved in collecting any income from the sale of annual permits.

Booths will be invoiced for the Council's administration in due course.

- 5) **Carnforth Chamber of Trade:** Councillor Parker provided an update on ongoing discussions with the Chamber of Trade regarding the agreed funding and management arrangements for the illuminated Christmas trees and the annual switch-on event. The TC&RFO reported that there appears to be some misunderstanding concerning the Chamber of Trade's agreed financial contribution in relation to Carnforth Town Council assuming responsibility for these activities.

**ACTION: TC&RFO to contact the Chamber of Trade to clarify their understanding of the current arrangements. Additionally, a Christmas Switch-On Working Group will be established, comprising Councillors Laurence, Parker, and Szalai.**

The Town Clerk and Responsible Financial Officer (TC&RFO) reported that arrangements have now been finalised for existing Wednesday Market stallholders to pay their monthly rent to Carnforth Town Council via direct debit.

**ACTION: Assistant Town Clerk to implement a marketing campaign to promote the Wednesday Market to residents, visitors, and prospective stallholders.**

- 6) **Other Matters:** Councillors raised and discussed a variety of additional topics, including:

- The continuation of Councillor surgeries, with a proposal to utilise the Fire Station community room on Wednesdays to coincide with the market;



- The upcoming event "*An Audience with Anna Whitelock*", where she will discuss her new book at Carnforth Library on 21st June;
- A suggestion to allow prospective new stallholders to attend the Wednesday Market free of charge for a limited period, giving them an opportunity to assess its suitability;
- Public First Aid courses to be offered by the British Red Cross starting in September;
- Encouraging interest from local schools in the Poet Laureate competition;
- A proposal to create a "*Carnforth Welcome Booklet*" for new residents and visitors, providing useful local information and resources.

**RESOLVED that updates and actions be noted and that progress be reported to future meetings of the committee as necessary**

**25069**    **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 7<sup>th</sup> July at 5:30pm**. The meeting closed at 6:40pm

*L. Longhorn*

Assistant Town Clerk

# PROPERTY & ENVIRONMENT COMMITTEE

## Draft Minutes of the meeting held on Tuesday 3<sup>rd</sup> June 2025

**Present:** Councillors (Steven) Richmond (Chair), Downes, Hanna, Laurence, Parker and Turner

**In attendance:** Bob Bailey, Town Clerk & Responsible Finance Officer (TC&RFO); Leah Longhorn, Assistant Town Clerk and Kath Bromilow, Facilities Manager

**25059 Apologies:** Apologies were received from Councillor Grisenthwaite and Simon Jobling, Outdoor Maintenance Officer

**25060 Election and Terms of Reference:** Councillors Richmond and Downes were nominated and unanimously elected as Chair and Vice-Chair of the Property and Environment Committee for the municipal year 2025/2026

**25061 Declaration on interests and dispensations:** Councillor Turner declared an interest in any matters directly relating to the work of a member of staff.

**25062 Urgent Business:** The TC&RFO provided an update on the signing of the new two-year lease for the Carnforth Offices on Market Street, confirming that the agreed terms have now been finalised. A discussion followed regarding the ongoing use of the building, including the use of the water supply by Morecambe Town Council's Outdoor Rangers.

**ACTION: TC&RFO to contact the Chief Executive of Morecambe Town Council to raise and clarify the matter.**

**25063 Minutes:** It was **RESOLVED** that **the Minutes of the meeting held on Tuesday 6<sup>th</sup> May be approved.**

**25064 Public participation and information only updates:** There were no members of the public present.

**25065 Sizzle Inn Clock:** Councillor Smith recently brought attention to the condition of the Sizzle Inn Clock, a valued Council-owned feature. The clock requires significant repairs to its casing and work needed on the internal mechanism. The Council discussed its historical significance to the town, alongside concerns regarding the potential cost of restoration. During the discussion, the option of replacing the clock was also considered.

To determine the most appropriate and cost-effective course of action, it was **RESOLVED that a full assessment be undertaken to evaluate whether restoration or replacement is the better option.**

**25066 Carnforth (Highfield) Allotments:** The TC&RFO reported on the Annual General Meeting of the Carnforth (Highfield) Allotments, held on 15th May, which was well attended. Notes from the meeting have been circulated. Key issues raised included the need for a reliable water supply and the proposal to establish a *Friends of Highfield Allotments* group.

It was also noted that a small group of allotment holders has begun work on maintaining the community allotment plot.

The TC&RFO advised that discussions with National Gas had resulted in an agreement to supply and install four new water butts at the site. The importance of sustainable water management was acknowledged, and Councillor Hanna noted that United Utilities may be able to support such initiatives, as they are known to assist allotment projects.

**ACTION: Councillor Hanna to share relevant information from United Utilities regarding potential support for sustainable water solutions.**

**RESOLVED that the update be noted and that progress on the agreed actions and activities be reported in due course.**

**25067 Civic Hall:** The Facilities Manager reported an increase in daytime bookings at the Civic Hall in recent weeks and noted that users have expressed appreciation for both the facilities and the support provided.

Further discussion took place regarding the future use of the former upstairs flat. Proposals included converting the space for storage and use as a staff office. It was noted that additional work is required to install shelving and to create a functional office environment. The TC&RFO confirmed that the Town Council has approved a capital budget specifically allocated for these works.

The TC&RFO also advised that, for Council Tax purposes, the flat is still classified as a domestic premises. It cannot be incorporated into the existing business rates until there has been a substantial alteration and change of use, followed by a formal review by the Valuation Office. Councillor Ian Laurence reiterated his request for Wi-Fi boosters to be installed to improve connectivity within the Civic Hall.

**ACTION: TC&RFO to contact the Wi-Fi provider to arrange an assessment of the current provision.**

**RESOLVED that the update be noted and that progress on the identified actions and activities be reported in due course.**

**25068 Crag Bank Village Hall:** The TC&RFO reported that although the heating system had been functioning in recent weeks, two users had raised concerns that it was emitting cold air. The TC&RFO explained that this was likely due to the system automatically cooling the room to maintain the daily set temperature, in accordance with national guidance during the recent warm weather. A discussion followed regarding potential solutions that would maintain appropriate temperatures without allowing users to manually adjust the settings.

**ACTION: TC&RFO to meet with the Site Manager and Facilities Manager to review the current heating program, with a view to optimising temperature settings for all users.**

A separate discussion was held regarding the storage of tables at Crag Bank Village Hall. Following a recommendation from the recent Health and Safety assessment, the tables are now stored in the corner of the hall. This new arrangement is working well; however, it was noted that a ratchet strap is required to ensure the tables are fully secured.

**ACTION: Councillor Paul Turner to source a suitable ratchet strap and carry out the necessary securing work**

A discussion took place regarding the long-term storage of Council property and equipment. It was suggested that the Council consider purchasing a secure, lockable container to be placed on the car park at Crag Bank Village Hall.

**ACTION: Research the costs of both hiring and purchasing a large storage container. Findings to be reviewed and, if appropriate, a recommendation to be made to the Finance & Governance Committee and, if necessary, to Carnforth Town Council.**

A suggestion was made to organise a community 'clean-up' event focused on addressing weeds and litter around the Village Hall, including the overgrown brush along the perimeter of the car park.

**ACTION: Assistant Town Clerk to develop and coordinate a clean-up campaign targeting the car park and surrounding areas**

**RESOLVED that the update be noted and that progress on actions and activities be reported in due course.**

- 25069 Health & Safety Reviews and Fire Risk Assessments.** The TC&RFO provided a brief update on the implementation of action plans arising from the recent health and safety and fire risk assessments. While progress has been made on procedural aspects, several key operational issues remain unresolved. It was noted that recent efforts have been hindered by competing work priorities and staffing changes following the outcomes of the job evaluation scheme. However, once staff have fully transitioned into their new roles, the TC&RFO anticipates being able to refocus efforts and give greater priority to addressing the outstanding health and safety and fire risk matters.

**RESOLVED that that the update be noted and that progress on actions and activities be reported in due course.**

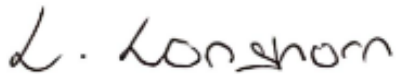
- 25070 Environment & Public Realm:** Councillors considered the report of the Outdoor Maintenance Officer detailing recent work, including the planting of new flowers and plants in the town's planters—now looking vibrant and well-maintained—and the repair of a collapsed fence at the Highfield Allotments.

The TC&RFO provided an overview of the Council's asset register, which outlines the content and value of Council-owned assets and is published annually in accordance with the legal requirements of the Annual Governance and Accountability Return (AGAR).

While the asset register is fully compliant with Standing Orders and statutory obligations, it was noted that a formal physical verification of assets and their locations has not been undertaken for several years. The TC&RFO advised that support from staff and Councillors would be required to carry out this review effectively.

**RESOLVED: That the Council's Asset Register be reviewed in full by the Property & Environment Committee, and that arrangements be made for a comprehensive physical verification of all listed assets, with support from staff and Councillors as necessary.**

**25071** **Date of next meeting:** The next meeting of the Property & Environment Committee will be on **Tuesday 1<sup>st</sup> July 2025**. The meeting closed at 6:30pm

A handwritten signature in black ink, appearing to read 'L. Longhorn'.

Assistant Town Clerk

# FINANCE & GOVERNANCE COMMITTEE

## Draft Minutes of the meeting held on Wednesday 12<sup>th</sup> June 2025 at 5:30pm

**Present:** Councillors Grisenthwaite (Chair), Bassinder; Hanna; Jones; Parker and (Sharon) Richmond

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

<b>25072</b>	<b>Apologies:</b> There were no apologies.
<b>25073</b>	<b>Election of Chair and Vice Chair:</b> Councillors Grisenthwaite and Jones were nominated and unanimously elected as Chair and Vice-Chair of the Finance and Governance Committee for the municipal year 2025/2026
<b>25074</b>	<b>Declaration of interests and dispensations:</b> Councillor Bassinder declared an interest for any staffing matters relating to a Council member of staff.
<b>25075</b>	<p><b>Urgent Business:</b> The following matters of urgent business were considered:</p> <p><b>Internal Audit Report:</b> The Town Clerk and Responsible Financial Officer (TC&amp;RFO) presented the findings and conclusions of the recent internal audit of Carnforth Town Council's financial and internal control systems. The purpose of the audit was to provide assurance regarding the adequacy and effectiveness of these systems and the Council's compliance with the fourteen Internal Control Objectives outlined in the 2024 JPAG <i>Practitioners' Guide</i>.</p> <p>The TC&amp;RFO was pleased to report that, in the opinion of the Internal Auditor, the Town Council met the expected standard for <b>all</b> control objectives. The Auditor concluded that the Council has <i>"established the necessary elements to provide a sound system of internal control, and these have operated effectively to provide assurance as to the accuracy of the accounts."</i></p> <p>The report further commended the work of the Council, the Finance and Governance Committee, the TC&amp;RFO, and staff for their collective efforts in maintaining robust and effective financial systems and governance arrangements.</p> <p>One recommendation was made, which the TC&amp;RFO supports:</p> <p><i>"The Council should introduce a scheduled programme of inspection of its tangible assets to confirm the ongoing accuracy of the Asset Register entries and review the physical condition of those assets."</i></p> <p><b>RESOLVED: That Carnforth Town Council be recommended to approve the Internal Audit Report and extend thanks to the Councillors, staff, and the Internal Auditor for their valuable contributions.</b></p> <p><b>Protocol for Councillor Requests to Council Staff:</b> The TC&amp;RFO presented a draft protocol designed to establish a clear and consistent process for Councillors to submit requests to Council staff. The aim of the protocol is to promote transparency, accountability, and appropriate oversight by the TC&amp;RFO.</p>

The document outlines the procedure for submitting requests, as well as the mechanisms for recording, monitoring, and actioning them to ensure effective communication and operational efficiency

**RESOLVED: That the *Protocol for Councillor Requests to Staff* be formally adopted.**

**Remote attendance and proxy voting:** The TC&RFO reported that the government has published a report on remote attendance and proxy voting at local authority meetings. While the government maintains that in-person meetings are essential to local democracy, it acknowledges the benefits of hybrid and remote participation, as well as proxy voting, in supporting more modern, accessible, and flexible working practices.

It was noted that the government intends to legislate to enable permanent provisions for both remote attendance and proxy voting, when parliamentary time allows. Local authorities will be encouraged to develop their own policies in line with national guidance.

**25076 Minutes:** It was **RESOLVED that subject to a minor addition the Minutes of the meeting held on Thursday 14<sup>th</sup> May 2025 be approved.**

**25077 Public Participation & Information only updates:** No members of the public were present

**Eden Project: Morecambe – Community Conversation:** It was reported that Councillor Downes had represented Carnforth Town Council at the most recent community conversation regarding the Eden Project: Morecambe. Councillor Downes will provide a written report summarising the key topics and discussions from the meeting in due course.

**Carnforth Swimming Pool – Solar Panel Installation:** The Committee received an update from Councillor Grisenthwaite regarding plans to install solar panels at Carnforth Swimming Pool. It was noted that funding is currently being sought through Sport England, and that the Pool's Trustees may also consider applying for a Community Benefit Fund in due course.

**25078 Payments List:** The TC&RFO presented a list of payments awaiting authorisation and it was then **RESOLVED that these be recommended to Carnforth Town Council for approval.**

**25079 Bank Reconciliation & Budget Monitoring:** The following was considered:

- 1) **Bank Reconciliation:** The TC&RFO presented the Bank Reconciliation Report as at 30th May 2025. The reconciled bank balances stood at **£262,068**, reflecting total payments to date of **£34,584** and total receipts of **£198,137**, which includes the **£187,500 annual precept.**
- 2) **Summary Report:** Councillors reviewed the detailed Summary Report of Receipts and Payments as at 30th May 2025. The TC&RFO commented that amendments had been made to certain cost codes carried forward from the previous financial year, where necessary, to ensure alignment with the approved budget for the current year.

**RESOLVED that financial reports as at 30<sup>th</sup> May 2025 be noted.**

**25080 Policy and Procedure Updates:** The Committee reviewed and noted the following policies and procedures:

- 1) **Policies Checklist:** A comprehensive checklist confirming that all statutory and recommended policies are in place, up to date, and scheduled for regular review.
- 2) **Financial Regulations:** A framework outlining the Council's financial management procedures, including budgeting, procurement, expenditure controls, and audit compliance, ensuring transparency and accountability.
- 3) **Anti-Fraud and Corruption Policy:** A policy setting out the Council's commitment to preventing, detecting, and responding to fraud and corruption, with clear reporting and investigation procedures.
- 4) **IT Policy:** Guidelines for the secure and responsible use of Council IT systems and data, covering acceptable use, data protection, cybersecurity, and equipment management.
- 5) **Lone Worker Policy:** Procedures to ensure the safety and wellbeing of staff working alone, including risk assessments, communication protocols, and emergency response measures.
- 6) **Medical Emergency Procedures:** A set of instructions for responding to medical emergencies, including roles and responsibilities, use of first aid equipment, and coordination with emergency services.

A discussion followed regarding the development of a Policy Awareness Plan and a Quick Reference Guide to enhance Councillors' understanding and accessibility of key Council policies.

**RESOLVED: That Carnforth Town Council be recommended to approve the above policies and procedures as presented, subject to confirmation that any instances of fraud or corruption will be reported to the appropriate authorities. It was further resolved that a Policy Awareness Plan be developed to enhance Councillors' understanding of, and engagement with, the Council's policies and procedures.**

**25056 Community Benefit Fund:** There were no applications for Community Benefit Funds.

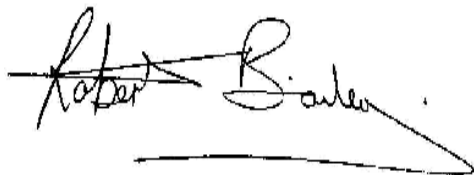
**25057 Committees:** The Property & Environment Committee recommended that the Finance and Governance Committee consider supporting the purchase of a shipping container for permanent use as a secure storage facility.

Following discussion, the Finance and Governance Committee acknowledged the operational need for additional storage and the long-term value of a permanent solution.

**RESOLVED: That Carnforth Town Council be recommended to approve the purchase of a shipping container for permanent storage use, with the associated costs to be met from Council reserves and balances, as part of its ongoing commitment to improving operational infrastructure.**



<b>25058</b>	<b>Exclusion of Press and Public:</b> There were no matters under the provisions of the Public Bodies (Admission to Meetings) Act 1960 S 1(2) that required that the press and public be excluded from the meeting for consideration of following agenda item.
<b>25059</b>	<b>Governance &amp; Staffing:</b> The Committee was informed that the recommendations from the recent job evaluation have now been fully implemented. As a result, both staff and the Council are already experiencing the benefits of these changes.
<b>25060</b>	<b>Items for next Agenda:</b> A further review of Council policies will be undertaken, along with a detailed assessment of the Internal Control Objectives and how the Council demonstrates compliance with each.
<b>25061</b>	<b>Date of next meeting:</b> The next meeting of the Finance & Governance Committee is scheduled for <b>Thursday 10<sup>th</sup> July 2025 at 5:30pm.</b>  The meeting closed at 6:20pm



Town Clerk & Responsible Financial Officer

PAYMENTS (AWAITING AUTHORISATION) LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	PAYE, Salaries & expenses	06/06/2025 - 06/06/2025				Confidential			329.08		329.08
											<b>329.08</b>
61	Outdoor Maintenance	20/05/2025		General account	BACS	Plants & Flowers	Laburnham Nurseries Ltd	S	205.15	41.03	246.18
											<b>246.18</b>
62	Allotments - Repairs & Mainten	20/05/2025		General account	BACS	Outdoor repairs and maintenar	Travis Perkins	S	5.00	1.00	6.00
											<b>6.00</b>
63	CCH - Film Nights	20/05/2025		General account	BACS	Film hire	Eden Arts	S	105.00	21.00	126.00
											<b>126.00</b>
65	VE Day	22/05/2025		General account	BACS	Printing Services	Bay Typesetters	Z	225.00		225.00
65	Advertising & Publicity	22/05/2025		General account	BACS	Printing Services	Bay Typesetters	Z	120.00		120.00
											<b>345.00</b>
94	CBVH - Cleaning & Hygiene	10/06/2025		General account	BACS	Cleaning contract	Simply Clean	S	300.00	60.00	360.00
											<b>360.00</b>
95	CCH - Cleaning & Hygiene	10/06/2025		General account	BACS	Cleaning & catering supplies	Thomas Graham	S	18.82	3.76	22.58
											<b>22.58</b>
97	Outdoor Maintenance	12/06/2025		General account	BACS	Plants & Flowers	Laburnham Nurseries Ltd	S	158.80	31.76	190.56
											<b>190.56</b>
98	Postage, Printing & Stationery	12/06/2025		General account	BACS	Printing Services	Bay Typesetters	S	60.00	12.00	72.00
98	Carnforth Fringe	12/06/2025		General account	BACS	Printing Services	Bay Typesetters	S	360.00	72.00	432.00
											<b>504.00</b>
99	Insurance	12/06/2025		General account	BACS	Insurance	Zurich Municipal	L	1,810.03	217.20	2,027.23
											<b>2,027.23</b>
Total									3,696.88	459.75	4,156.63



# Carnforth Town Council

## Correspondence – June 2025 meeting



Date	Sender	Topic
21/05/2025	Town Clerk & RFO	Carnforth Town Council agenda pack
21/05/2025	Town Clerk & RFO	Clerk's Report and correspondence
30/05/2025	Lancaster City Council	Planning Application 25/00581/ADV-20 Hawk Street
30/05/2025	Town Clerk & RFO	Town Development & Planning and Property & Environment Committee agenda packs
30/05/2025	Town Clerk & RFO	Carnforth Town Council Annual Report 2024/2025 & formal invitation to the Annual Town Assembly
02/06/2025	Lancaster City Council	Planning Application 25/00562/FUL Land At Electric Drive Carnforth Lancashire LA6 1FW
05/06/2025	Lancashire County Council	Temporary Road Order: New Street and Preston Street, Carnforth, Lancaster Rev and Limited Waiting
08/06/2025	Town Clerk & RFO	Finance & Governance Committee Agenda pack
10/06/2025	Derek Whiteway, Internal Auditor	Internal Audit Report 2024/2025