



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend the meeting of the Finance & Governance Committee
on Wednesday 11th September 2025 at 5:30pm at Carnforth Civic Hall**

A G E N D A

- 25101. Apologies:** To receive apologies
- 25102. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 25103. Urgent Business:** To consider any items of urgent business not on the agenda.
- 25104. Minutes:** To consider Minutes of meeting held on Thursday 10th July 2025
- 25105. 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: Matters raised for items not on the agenda that require a 'decision' may be deferred to a future meeting)
- 25106. Payments List:** To consider payments list for authorisation (see attached)
- 25107. Budget Monitoring and Bank Reconciliation (Month 5):** To consider:
 - 1) Bank reconciliation as at 30th August 2025;
 - 2) Summary report of transactions & net position as at 30th August 2025
- 25108. Closure of Accounts:** To consider external auditors' opinion and notification on closure of accounts for the Financial Year Ended 31 March 2025
- 25109. Review of Council Charges:** To consider and review the current schedule of charges levied by Carnforth Town Council for services, facilities, and activities, including but not limited to room hire, allotments, market stalls, and event fees
- 25110. Community Benefit Fund:** To consider any applications received for community benefit funds and to make recommendations to Carnforth Town Council
- 25111. Committees:** To consider any finance and governance recommendations from other committees
- 25112. Exclusion of Press and Public:** To consider approval of a motion that under the provisions of the Public Bodies (Admission to Meetings) Act 1960 S 1(2), the press and public be excluded from the meeting during consideration of following agenda item should there be any confidential matters relating to the council's staff and governance arrangements.



Carnforth Town Council

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25113. Governance & Staffing: To consider any governance and staffing related matters including:

- 1) Freedom of information request
- 2) Completion of Probation period
- 3) Hourly rate review – Outdoor Maintenance Officer

25114. Items for next Agenda: To consider any agenda items for next meeting.

25115. Date & Time of next meeting: Thursday 9th October 2025

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

Town Clerk & Responsible Financial Officer

Tel: 078282 54149

Email: clerk@carnforthtowncouncil.gov.uk

09 September 2025

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Thursday 10th July at 5:30pm

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

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

25087	Apologies: Apologies were received from Councillor Parker.
25088	Declaration of interests and dispensations: Councillor Bassinder declared an interest for any staffing matters relating to a Council member of staff.
25089	<p>Urgent Business: The following matters of urgent business were considered</p> <p>Memorandum of Understanding with Lancaster City Council</p> <p>The Committee reviewed a draft Memorandum of Understanding (MOU) between Lancaster City Council and Carnforth Town Council, which sets out a framework for collaborative working to deliver shared outcomes for Carnforth and the surrounding area.</p> <p>The MOU is not legally binding but outlines agreed principles of cooperation, including:</p> <ul style="list-style-type: none">• A commitment to mutual benefit through joint working.• The importance of effective and regular communication.• The establishment of a steering group comprising officers and elected members from both councils to oversee progress and deliver agreed outcomes.• A focus on strategic and thematic priorities, including planning, economic development, local services, community engagement, and joint initiatives.• A shared approach to navigating Local Government Reform and opportunities such as the Eden Project. <p>The MOU will remain in effect until 2028, aligning with key local government reform timelines.</p> <p>RECOMMENDATION: That Carnforth Town Council considers the Memorandum of Understanding with Lancaster City Council and, subject to approval, authorises the Town Mayor and Town Clerk to sign the document on behalf of the Council, thereby formalising the commitment to collaborative working for the benefit of Carnforth residents.</p> <p>Eden Project Film Kit: The Committee noted that a Film Kit provided by the Eden Project is currently being stored at Carnforth Civic Hall for use in community engagement and educational activities.</p> <p>It was agreed that the kit represents an asset and should be appropriately protected under the Council's existing insurance policy, whilst not being included on the Asset Register.</p> <p>Action Required:</p> <ul style="list-style-type: none">• Officers to liaise with the Council's insurance provider to confirm coverage of the Film Kit under the current policy.

- If necessary, arrangements to be made to extend or amend the policy to ensure full protection against loss, damage, or theft while the kit is stored and in use.
- A formal record of the kit's contents and estimated value be retained for insurance and inventory purposes.

The Committee welcomed the opportunity to support the Eden Project's work and emphasised the importance of safeguarding shared resources.

25090 Minutes: It was **RESOLVED** that subject to a minor addition the Minutes of the meeting held on Thursday 12th June 2025 be approved.

25091 Public Participation & Information only updates: No members of the public were present
Community Benefit Funding – Quarry Operations Extension

The Committee received an update regarding community benefit funding being made available to Carnforth Town Council and neighbouring councils as a result of the extension of operations at two local quarries.

It was noted that the funding is intended to support local projects and initiatives that benefit the community and help mitigate the impact of ongoing quarry activity. The funding will be distributed in consultation with affected councils and may be used for improvements in areas such as:

- Public realm enhancements
- Environmental and green space projects
- Community facilities and services
- Health and wellbeing initiatives
- Youth and education programmes

The Committee welcomed the opportunity to access this funding and emphasised the importance of ensuring that Carnforth residents see tangible benefits from the arrangement. There has been liaison with representatives of both quarries and the relevant authorities and neighbouring councils to clarify the funding allocation process, criteria, and timelines.

Action Required:

- Councillors to begin identifying potential projects within Carnforth that could be supported through this funding.

25092 Payments List: The TC&RFO presented a list of payments awaiting authorisation.
RESOLVED that these be recommended to Carnforth Town Council for approval.

25093 Bank Reconciliation & Budget Monitoring: The following was considered:

- 1) **Bank Reconciliation:** The TC&RFO presented the Bank Reconciliation Report as at 30th June 2025. The reconciled bank balances stood at **£249, 917**, reflecting total payments to date of **£55, 072** and total receipts of **£206,473**, which includes the **£187,500 annual precept**.

- 2) **Summary Report:** Councillors reviewed the detailed Summary Report of Receipts and Payments as at 30th June 2025.

RESOLVED that financial reports as at 30th June 2025 be noted.

25094 Policy and Procedure Updates: The Committee reviewed and noted the following updated policies and procedures:

- 1) **Social Media Posts for Community Groups** – Outlining guidelines for promoting local group activities through Council-managed platforms while maintaining neutrality and consistency.
- 2) **Events Policy** – Providing a framework for the planning, approval, and delivery of Council-supported events, ensuring safety, inclusivity, and community benefit.
- 3) **Budget and Precept Policy** – Setting out the process for preparing the annual budget and precept request, ensuring transparency, accountability, and alignment with Council priorities.
- 4) **Asset Management Policy** – Establishing principles for the effective management, maintenance, and review of Council-owned assets to ensure long-term value and community use.

RESOLVED: That Carnforth Town Council approves the reviewed policies and procedures as listed above and adopts them as part of its governance framework with immediate effect.

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

25057 Committees: The Council received the following recommendations and comments from its standing committees:

Property & Environment Committee – Storage Container Purchase

The Committee recommended the purchase of a secure storage container to support the safe and organised storage of Council-owned equipment and event materials.

In line with procurement procedures, three quotes were sought for the purchase; however, only one quote was received.

Given the operational need, the Committee recommended that Standing Orders be waived to allow the purchase to proceed based on the single quote received.

The proposed funding source is the Council's general reserves.

RECOMMENDATION: That Carnforth Town Council approves the purchase of a storage container, to be funded from general reserves, and agrees to waive Standing Orders as recommended by the Property & Environment Committee.

Town Development & Planning Committee – Residents’ Parking Scheme

The Committee received an update on the forthcoming Residents’ Parking Scheme consultation event scheduled for Wednesday, 23 July 2025 at Carnforth Civic Hall, with sessions in the afternoon and evening. An online consultation will follow.

A briefing session will be held for councillors supporting the event to ensure they are well-informed and able to assist effectively.

The Committee welcomed the opportunity for public engagement and emphasised the importance of clear communication and transparency throughout the process.

The Finance & Governance Committee noted the progress on the Residents’ Parking Scheme and the planned consultation activities, as reported by the Town Development & Planning Committee.

25058 **Exclusion of Press and Public:** 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.

25059 **Governance & Staffing:**

Implementation of Protocol for Councillor Requests to Staff

The Committee noted that the approved protocol regarding requests from individual councillors to Council staff is now in full operation.

Under this protocol, all requests from councillors for work or support from staff must be directed through the TC&RFO. This approach ensures:

- Clear communication channels
- Efficient use of staff time and resources
- Consistency and fairness in how requests are prioritised and actioned
- Protection of staff from conflicting or duplicate instructions

The Committee agreed that this protocol is in place for good reason, supporting effective governance and professional working relationships between councillors and officers.

Members were reminded to always adhere to this process to maintain clarity and accountability.

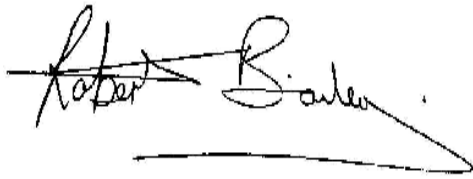
25060 **Items for next Agenda:** The Committee agreed that the following items should be included on the **next meeting agenda**:

- **Further Policy Reviews** – Continuation of the scheduled review of Council policies to ensure they remain up to date, relevant, and aligned with best practice.
- **Review of Scale of Charges** – A review of the Council’s current fees and charges for services, facilities, and bookings, with a view to updating them for the next financial year.

Members were invited to submit any additional items for consideration ahead of the agenda deadline.

25061 **Date of next meeting:** The next meeting of the Finance & Governance Committee is scheduled for **Thursday 11th September 2025 at 5:30pm.**

The meeting closed at 6:20pm

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

Town Clerk & Responsible Financial Officer

Carnforth Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

9 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
167	CBVH - Repairs & Maintenance	24/07/2025		General account	BACS	Gutter cleaning	Ben's Gutters	S	250.00	50.00	300.00
											300.00
219	Twinning	15/08/2025		General account	BACS	Grants Paid	Carnforth Town Council	Z	277.50		277.50
											277.50
221	LANPAC Subscriptions	26/08/2025		General account	BACS	LANPAC subscription	LANPAC Ltd	S	50.00	10.00	60.00
											60.00
226	Outdoor Maintenance	26/08/2025		General account	BACS	Outdoor repairs and maintenar	Travis Perkins	S	5.69	1.14	6.83
											6.83
227	Outdoor Maintenance	26/08/2025		General account	BACS	Outdoor repairs and maintenar	Travis Perkins	S	10.09	2.02	12.11
											12.11
228	Outdoor Maintenance	26/08/2025		General account	BACS	Outdoor repairs and maintenar	Travis Perkins	S	14.49	2.90	17.39
											17.39
232	Staff allowances & expenses	03/09/2025		General account	BACS	Expenses	Carnforth Town Council	Z	14.40		14.40
232	Outdoor Maintenance	03/09/2025		General account	BACS	Expenses	Carnforth Town Council	Z	30.45		30.45
232	Outdoor Maintenance	03/09/2025		General account	BACS	Expenses	Carnforth Town Council	Z	3.99		3.99
											48.84
233	External Audit Services	08/09/2025		General account	BACS	External Audit fee	PKF	S	630.00	126.00	756.00
											756.00
Total									1,286.61	192.06	1,478.67

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Carnforth Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 09/09/2025		
	Cash in Hand 01/04/2025		98,515.45
	ADD Receipts 01/04/2025 - 09/09/2025		223,347.10
	SUBTRACT Payments 01/04/2025 - 09/09/2025		91,042.73
	Cash in Hand 09/09/2025 (per Cash Book)		230,819.82
B	Cash in hand per Bank Statements		
	Petty Cash 09/09/2025	40.00	
	Deposit Account 09/09/2025	212,371.60	
	Benefit Fund Account 09/09/2025	2,624.33	
	General account 09/09/2025	17,803.86	
			232,839.79
	Less unrepresented payments		9,759.92
			223,079.87
	Plus unrepresented receipts		7,739.95
	Adjusted Bank Balance		230,819.82
	A = B Checks out OK		

Carnforth Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

9 September 2025 (2025-2026)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
134	Allotments - Pest Control				103.00		103.00	103.00 (100%)
124	Allotments - Rental fees	400.00	175.17	-224.83				-224.83 (-56%)
131	Allotments - Repairs & Maintena				1,030.00	5.00	1,025.00	1,025.00 (99%)
141	Allotments - Waste & Recycling				1,061.00		1,061.00	1,061.00 (100%)
SUB TOTAL		400.00	175.17	-224.83	2,194.00	5.00	2,189.00	1,964.17 (75%)

Carnforth Civic Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
138	CCH - Civic Arms	700.00	167.71	-532.29	1,030.00	384.21	645.79	113.50 (6%)
4	CCH - Cleaning & Hygiene		94.02	94.02	1,957.00	291.76	1,665.24	1,759.26 (89%)
1	CCH - Energy				1,246.00	918.13	327.87	327.87 (26%)
33	CCH - Film Nights	3,000.00	599.18	-2,400.82	3,000.00	922.55	2,077.45	-323.37 (-5%)
2	CCH - Heating				1,545.00	550.00	995.00	995.00 (64%)
52	CCH - Hire	11,500.00	5,158.60	-6,341.40		240.00	-240.00	-6,581.40 (-57%)
114	CCH - NNDR & CTAX				4,635.00	2,242.58	2,392.42	2,392.42 (51%)
5	CCH - Repairs & Maintenance				515.00	874.11	-359.11	-359.11 (-69%)
6	CCH - Waste & Recycling				695.00	723.53	-28.53	-28.53 (-4%)
3	CCH - Water rates				2,405.00	1,111.49	1,293.51	1,293.51 (53%)
144	Premises Licence				223.00	330.00	-107.00	-107.00 (-47%)
SUB TOTAL		15,200.00	6,019.51	-9,180.49	17,251.00	8,588.36	8,662.64	-517.85 (-1%)

Crag Bank Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101	CBVH - Cleaning & Hygiene				3,090.00	655.83	2,434.17	2,434.17 (78%)
98	CBVH - Energy				9,180.00	1,398.53	7,781.47	7,781.47 (84%)
111	CBVH - Grounds Maintenance				300.00		300.00	300.00 (100%)
104	CBVH - Hire	20,000.00	6,784.25	-13,215.75		240.00	-240.00	-13,455.75 (-67%)
112	CBVH - NNDR				3,277.00	1,658.99	1,618.01	1,618.01 (49%)
102	CBVH - Repairs & Maintenance				1,696.00	999.09	696.91	696.91 (41%)
103	CBVH - Waste & Recycling		834.03	834.03	1,205.00	1,668.06	-463.06	370.97 (30%)
100	CBVH - Water Rates				206.00		206.00	206.00 (100%)
151	Fire Risk Assessment							(N/A)
SUB TOTAL		20,000.00	7,618.28	-12,381.72	18,954.00	6,620.50	12,333.50	-48.22 (-0%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
159	Annual Town Assembly					249.62	-249.62	-249.62 (N/A)
69	Armed Forces Day				36.00		36.00	36.00 (100%)
96	Carnforth Fringe	350.00		-350.00	500.00	360.00	140.00	-210.00 (-24%)

Carnforth Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

9 September 2025 (2025-2026)

149	Christmas Switch on			2,000.00		2,000.00	2,000.00 (100%)
142	DDAY						(N/A)
153	Easter Day	399.85	399.85		510.00	-510.00	-110.15 (N/A)
32	Remembrance Day			1,030.00		1,030.00	1,030.00 (100%)
154	The Big Lunch			5,000.00	5,105.61	-105.61	-105.61 (-2%)
75	VE Day			1,000.00	242.44	757.56	757.56 (75%)
SUB TOTAL		350.00	399.85	49.85	9,566.00	6,467.67	3,098.33
							3,148.18 (31%)

General Management & Admin

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
146	Advertising & Publicity				180.00	120.00	60.00	60.00 (33%)
148	AHGTC				30.00		30.00	30.00 (100%)
71	Bank Interest	3,000.00	1,948.93	-1,051.07				-1,051.07 (-35%)
49	Carnforth Express				5,974.00	1,650.00	4,324.00	4,324.00 (72%)
37	Computer				4,300.00	1,622.32	2,677.68	2,677.68 (62%)
115	Hospitality				200.00	83.31	116.69	116.69 (58%)
43	Insurance				2,402.00	1,810.03	591.97	591.97 (24%)
164	Planning Application					193.33	-193.33	-193.33 (N/A)
47	Postage, Printing & Stationery				670.00	458.24	211.76	211.76 (31%)
85	Publications				50.00		50.00	50.00 (100%)
70	Service Charges		4.09	4.09	325.00	104.51	220.49	224.58 (69%)
77	Suspense							(N/A)
36	Telephone & Broadband				1,978.00	1,185.10	792.90	792.90 (40%)
29	Training - Members				258.00		258.00	258.00 (100%)
24	Training - Staff				258.00		258.00	258.00 (100%)
SUB TOTAL		3,000.00	1,953.02	-1,046.98	16,625.00	7,226.84	9,398.16	8,351.18 (42%)

Grants & Projects

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
90	Alexandra Park				100.00		100.00	100.00 (100%)
91	Eden Project				500.00		500.00	500.00 (100%)
74	Grants Paid							(N/A)
76	Grants Received							(N/A)
109	Town Development				1,030.00		1,030.00	1,030.00 (100%)
34	Twinning				515.00	500.00	15.00	15.00 (2%)
SUB TOTAL					2,145.00	500.00	1,645.00	1,645.00 (76%)

Income

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
160	Community Fund		4,723.33	4,723.33				4,723.33 (N/A)
83	Other income		2,667.01	2,667.01		399.00	-399.00	2,268.01 (N/A)
59	Precept		187,500.00	187,500.00				187,500.00 (N/A)
72	VAT Refund		6,361.91	6,361.91				6,361.91 (N/A)

Carnforth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

9 September 2025 (2025-2026)

SUB TOTAL	201,252.25	201,252.25	399.00	-399.00	200,853.25 (N/A)
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PAYE, Salaries & expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Management		3,419.43	3,419.43	38,802.00	22,869.63	15,932.37	19,351.80 (49%)
27	Members Allowances & Expense				57.00	24.00	33.00	33.00 (57%)
17	Operations		2,018.78	2,018.78	24,447.00	14,215.06	10,231.94	12,250.72 (50%)
80	PAYE				16,042.00	6,671.71	9,370.29	9,370.29 (58%)
158	Pension contributions					1,276.72	-1,276.72	-1,276.72 (N/A)
126	Staff allowances & expenses				2,060.00	609.14	1,450.86	1,450.86 (70%)
30	Town Mayor Allowances & Expenses				600.00		600.00	600.00 (100%)
SUB TOTAL		5,438.21	5,438.21		82,008.00	45,666.26	36,341.74	41,779.95 (50%)

Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	External Audit Services				433.00	630.00	-197.00	-197.00 (-45%)
150	Health & Safety Services				1,800.00	625.00	1,175.00	1,175.00 (65%)
135	Human Resource Services				1,051.00	1,025.00	26.00	26.00 (2%)
41	Internal Audit Services				148.00	144.00	4.00	4.00 (2%)
40	Legal Services				1,030.00	600.00	430.00	430.00 (41%)
94	Payroll Services				206.00	295.00	-89.00	-89.00 (-43%)
82	Planning & Valuation Services							(N/A)
SUB TOTAL					4,668.00	3,319.00	1,349.00	1,349.00 (28%)

Property & Land

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
106	Assets		36.66	36.66	4,119.00	1,487.59	2,631.41	2,668.07 (64%)
147	Boundary Stones				155.00		155.00	155.00 (100%)
139	CBVH - Building Survey & Fundi				7,725.00		7,725.00	7,725.00 (100%)
161	Council Office - Energy					186.36	-186.36	-186.36 (N/A)
162	CTC Office - NNDR					152.46	-152.46	-152.46 (N/A)
87	CTC Office - Repairs & Maintenance				52.00		52.00	52.00 (100%)
120	Defibrillator				515.00		515.00	515.00 (100%)
140	Litter picking and sweeping							(N/A)
58	Local Delivery Scheme	800.00		-800.00	800.00		800.00	(0%)
61	Outdoor Maintenance		29.69	29.69	1,545.00	1,051.30	493.70	523.39 (33%)
163	War Memorial Energy							(N/A)
SUB TOTAL		800.00	66.35	-733.65	14,911.00	2,877.71	12,033.29	11,299.64 (71%)

Carnforth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

9 September 2025 (2025-2026)

Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
155	Carnforth Civic Hall				5,000.00	2,221.00	2,779.00	2,779.00 (55%)
156	Carnforth Neighbourhood Plan				2,500.00		2,500.00	2,500.00 (100%)
95	Crag Bank Village Hall				113,196.00		113,196.00	113,196.00 (100%)
108	General Reserves				50,000.00		50,000.00	50,000.00 (100%)
SUB TOTAL					170,696.00	2,221.00	168,475.00	168,475.00 (98%)

Subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
132	ICO Subscriptions				36.00	39.17	-3.17	-3.17 (-8%)
129	LANPAC Subscriptions				62.00	50.00	12.00	12.00 (19%)
44	NALC/LALC Subscriptions				759.00	754.56	4.44	4.44 (0%)
89	Rural Services Partnership Subs				122.00	123.90	-1.90	-1.90 (-1%)
93	SLCC Subscriptions				309.00	255.00	54.00	54.00 (17%)
SUB TOTAL					1,288.00	1,222.63	65.37	65.37 (5%)

War Memorial Gardens

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
157	Market		254.00	254.00				254.00 (N/A)
51	WMG - Electricity				358.00	206.48	151.52	151.52 (42%)
SUB TOTAL			254.00	254.00	358.00	206.48	151.52	405.52 (113%)

Summary

NET TOTAL	39,750.00	223,176.64	183,426.64	340,664.00	85,320.45	255,343.55	438,770.19 (115%)
V.A.T.		170.46			5,722.28		
GROSS TOTAL		223,347.10			91,042.73		

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Carnforth Town Council - LA0042**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25


On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name	PKF LITTLEJOHN LLP		
External Auditor Signature		Date	05/09/2025

Carnforth Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Carnforth Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Carnforth Town Council on application to:</p> <p>(a) <u>BOB BAILEY TOWN CLERK & RFO.</u> <u>46-48 MARKET STREET</u> <u>CARNFORTH</u> <u>LA5 9LB.</u></p> <p>(b) <u>10.00am to 4.00pm ON REQUEST</u></p> <p>3. Copies will be provided to any local government elector of the area on payment of £ <u>0</u> (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>BOB BAILEY, TOWN CLERK & RFO</u></p> <p>Date of announcement: (e) <u>08/09/2025</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Finance & Governance Committee

Report of Town Clerk & Responsible Finance Officer

Agenda Item: Review of Council Charges

Purpose: To review and consider updates to Carnforth Town Council's schedule of charges for services and facilities, including room hire, allotments, market stalls, and events, with reference to charges levied by neighbouring councils.

Background: Carnforth Town Council periodically reviews its charges to ensure they remain fair, competitive, and reflective of operational costs. This review includes a comparison with similar charges from neighbouring councils.

Recommendations:

- That Members review the current charges and consider adjustments where appropriate.
- That any changes be implemented from 1st October 2025, with appropriate notice given to affected users.
- That comparative data continues to be gathered to inform future reviews.

Supporting Documents:

- Current Schedule of Charges
- Summary of comparative charges from neighbouring venues

Service	Carnforth Town Council Charges	Notes
Carnforth Civic Hall Hire	£15/hour (contracted rate); £20/hour (one-off hire)	Suitable for events, workshops, clubs, etc.
Meeting Room (Civic Hall)	£12/hour (contracted rate); £15/hour (one-off hire)	Includes facilities like Wi-Fi, projector, catering options
Crag Bank Village Hall	£15/hour (contracted rate); £20/hour (one-off hire)	Same pricing as Civic Hall
Allotments (Highfield)	£0.25 per m ² annually + refundable deposit equal to annual rent	Rent is reviewed annually; deposit refunded subject to conditions
Market (War Memorial Gardens)	£10/12 per week	Rate depends on capacity of individual stalls
Events	Currently no charge	Consider standard attendance charge

Below are some comparative hall hire charges and details for venues within the Lancaster District:

1. Ellel Village Hall, Galgate

- **Location:** Main Road, Galgate, Lancaster LA2 0LQ
- **Typical Uses:** Community events, meetings, private functions
- **Hire Charges:** Not listed online; typically around £10–£20/hour for similar village halls. Contact directly for current rates.

2. Gregson Community & Arts Centre, Lancaster

- **Location:** LA1 3PY
- **Facilities:** Multiple rooms including a main hall, café, and arts spaces
- **Hire Charges:** Vary by room and time; approx. £15–£25/hour for the main hall

3. The Centre @ St Thomas Church, Lancaster

- **Location:** Marton Street, Lancaster LA1 1XX
- **Hire Charges:** Approx. £20/hour for the main hall; discounts may apply for community groups

4. Overton & District Memorial Hall

- **Location:** Middleton Road, Overton LA3 3HB
- **Hire Charges:** Typically £10–£15/hour for community use

5. Christ Church Hall, Lancaster

- **Location:** Wyresdale Road, Lancaster LA1 3EA
- **Hire Charges:** Estimated £12–£18/hour depending on time and type of event

These rates are indicative and vary based on:

- Type of event (private, community, commercial)
- Duration and time of day
- Additional services (e.g. kitchen use, AV equipment)



CARNFORTH TOWN COUNCIL COMMUNITY BENEFIT FUND APPLICATION FORM

Reference Number: _____ <small>Office use only</small>		Date of Submission: _____	
Project title	Solar Panel Project		
Name of applying group	Carnforth Community Swimming Pool		
Name of contact person and postal address	Mr John Blowes MBE Carnforth Community Swimming Pool Carnforth Lancaster Postcode: LA5 9LS		
Email Address	johnb@carnforthpool.org		
Phone Number/s	01524 811612	07710 291524	
Charity/ Company No <small>(if applicable)</small>	1176769		
Does your group have its own bank account? Yes / No (Delete where applicable) <small>(This cannot be an individual's account.).</small>			
If 'No' to the above, give the name of the group or organisation, that has agreed to administer the money for you – please provide their full contact details.			
What does your group/organisation do?	The Carnforth Community Swimming Pool is for the benefit of all members of the public to include in particular, promoting the leisure, health and safety benefits of swimming for all ages and especially teaching young persons to swim.		
What is the total cost of the project?	Total cost of project = £26,191 ex VAT		
How much are you asking for?	Total amount requested = £1,500		
Have you previously applied for a Community Benefit Fund Grant? (If yes, please provide dates and indicate whether the application was successful)	Yes, as per the Carnforth Express editorial Sept/Oct 2017. Carnforth Town Council committed £6,000 from the Community Benefit Fund to assist re-open the Pool as a Charitable company after closure by the County Council.		



CARNFORTH TOWN COUNCIL

COMMUNITY BENEFIT FUND APPLICATION FORM

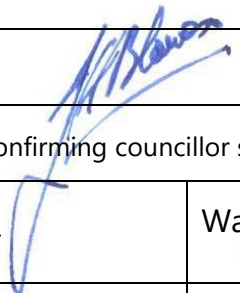
<p>How do you know there is a need for this project?</p> <p>Describe the evidence you have and the source (e.g. survey, consultations, statistical data etc.)</p>	<p>Our rising costs are more than we can pass on to swimmers, especially as local families are also suffering from cost of living increases. Research by the CEO and other Trustees has progressed to settling on one of three quotations for solar panels, which are predicted to save 57% of our £24,898ex Vat electricity bill. Planning permission has been granted.</p>																											
<p>What will the grant be used for?</p> <p>(please provide an itemised breakdown of how the money will be spent on a separate sheet if necessary)</p>	<p>Itemised & detailed breakdown:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Activity / Service Description:</th><th style="text-align: left;">Amount £:</th></tr> </thead> <tbody> <tr> <td>Installation of solar panels – south roof</td><td></td></tr> <tr> <td>- Scaffold</td><td></td></tr> <tr> <td>- The panels</td><td></td></tr> <tr> <td>- Electrical connections</td><td></td></tr> <tr> <td>- Test and commission</td><td></td></tr> <tr> <td></td><td style="text-align: right;">£26,191</td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </tbody> </table>	Activity / Service Description:	Amount £:	Installation of solar panels – south roof		- Scaffold		- The panels		- Electrical connections		- Test and commission			£26,191													
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<p>If you have applied for other grants for this work, tell us:</p> <ul style="list-style-type: none"> how much; where from; if the grant has been awarded 	<p>Other funds applied for/ secured (including amount):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Funding source</th><th style="text-align: left;">Amount £</th><th style="text-align: left;">Status</th></tr> </thead> <tbody> <tr> <td>(e.g. Lottery)</td><td></td><td></td></tr> <tr> <td>Sports England</td><td style="text-align: right;">£10,782</td><td>Confirmed, subject to £10,782 match funding</td></tr> <tr> <td>Travellers Coaches</td><td style="text-align: right;">£500</td><td>Received</td></tr> <tr> <td>Pool Swimathon</td><td style="text-align: right;">£1,202</td><td>Received</td></tr> <tr> <td>Cake sale – Town square</td><td style="text-align: right;">£223</td><td>Received</td></tr> <tr> <td>Town Council</td><td style="text-align: right;">£1,500</td><td>Requested</td></tr> <tr> <td>Inheritance donation</td><td style="text-align: right;">£12,000</td><td>Received</td></tr> <tr> <td style="text-align: right;">Total</td><td style="text-align: right;">£26,205</td><td>£16 in reserve</td></tr> </tbody> </table>	Funding source	Amount £	Status	(e.g. Lottery)			Sports England	£10,782	Confirmed, subject to £10,782 match funding	Travellers Coaches	£500	Received	Pool Swimathon	£1,202	Received	Cake sale – Town square	£223	Received	Town Council	£1,500	Requested	Inheritance donation	£12,000	Received	Total	£26,205	£16 in reserve
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<p>Tell us about your project</p> <ul style="list-style-type: none"> This should describe what you want to do with the money; Planned timescales and start date of project; Who the project will benefit and what age groups; How it will meet one or more priority outcomes; 	<p>The use of funding requested is, for installation of solar panels as soon as possible, to take advantage of the remaining summer.</p> <p>The project will benefit all age groups, especially families with young children being taught to swim and water safety, via the 22 primary schools and private lessons. Also, older members of the community doing Aquafit etc, receiving both physical and mental benefits of “getting together”.</p> <p>The priority outcome is continuing to cover the need, as per the key objectives mentioned above.</p>																											



CARNFORTH TOWN COUNCIL

COMMUNITY BENEFIT FUND APPLICATION FORM

<ul style="list-style-type: none"> Location – where will your project be based 	The location will be Carnforth Community swimming Pool.
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<p>Partnership working What other partners are involved in the project and what are their contributions (e.g. monetary or 'in kind'?)</p>	<p>As per the list of funding sources, especially Sport England and local companies, such as Travellers coaches that provide transport for the primary school children lessons.</p>
<p>Equality of access How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have full access to the activity/service?</p>	<p>Its not an extra service, just not having to significantly increase charges that will result in reduced utilisation.</p>
<p>Exit Strategy/ sustainability How will your project provide lasting benefit to the local area or group? If applicable how do you plan to sustain your project?</p>	<p>Solar panels and ancillary equipment have become far more reliable and efficient in recent years. They will last at least twenty years and replacement parts will be covered under the "routine maintenance" heading. Good routine maintenance will sustain the electrical output.</p>
<p>Monitoring & evaluation After the project is completed we will need you to complete an evaluation form which will request the following information:</p> <ul style="list-style-type: none"> evidence of delivery of the work numbers of people benefiting assessment of impact receipts where appropriate photos where appropriate – visual evidence. <p style="text-align: right;">Noted and shall be pleased to do so.</p>	
<p>Signature of applicant</p>	
<p>Town Councillor supporting your application (Emails confirming councillor support will be accepted)</p>	
<p>Name of Councillor: _____James Grisenthwaite_____</p>	<p>Ward: _____Carnforth_____</p>
<p>Signature: _____</p>	<p>Date: _____26th August 2026_____</p>