

Garstang Town Council

Minutes of the Town Council Meeting Held On 17 February 2020, 7.30pm at the Library

Present: Chairman - Cllr Webster

Cllr Allan	✓	Cllr Hynes	✓	Cllr Ryder	✓
Cllr Brooks	✓	Cllr Leech	✓	Cllr Salisbury	✓
Cllr Halford	✘	Cllr Mitchell	✓	Cllr Webster	✓
Cllr Harter	✓	Cllr Pearson	✓		

Also present: Wyre Ward Cllrs D & R Atkins and County Cllr Turner and 6 members of the public.

201(2019-20) Apologies for absence

Cllr Halford
Sgt Guy Hamlett

202(2019-20) Declaration of Interest

No declarations were declared.

203(2019-20) Public Participation

The meeting was adjourned to allow members of the public to speak. County Cllr Turner spoke about the consultation exercise of Lancashire County Council for the Bowgreave Rise residential care home. He spoke of the proposal to demolish the existing building and build a 'care home' setting. A meeting was held at Bowgreave. It was noted that all current residents, except for 1, suffered from dementia. There was concern that the current care facility for the dementia residents would be taken away. Leading on from this meeting with stakeholders, it is proposed, subject to planning, that the new centre will cater for the current dementia patients.

The members of the public, attending the TC meeting, welcomed this update.

204(2019-20) Minutes

A copy of the minutes of the Town Council meeting held on 20 January 2020 had been circulated.

Resolved: The minutes of the meeting held on 20 January 2020 were confirmed and signed as a true record.

205(2019-20) Lancashire County Council for the Bowgreave Rise residential care home consultation exercise

Resolved: The Council responded as follows; Whilst an extra care facility would be very beneficial to the Garstang area, it does not deal with the current needs of the people living there. The needs of the current residents are of paramount importance to the Town Council. Garstang Town Council would welcome a

facility that includes both extra care facilities and facilities that cater for mid to late term dementia residents.

206(2019-20) A Rural/Market Towns Group of the Rural Services Network-Garstang

Resolved: It was felt at this stage there appeared to be little benefit to the Town Council in joining the above network. The Town Council decided not to become a member of the Rural/Market Towns Group of the Rural Services Network.

207(2019-20) Annual Town Council Awards

Resolved:

- i) That the date of the Annual Town meeting and town council awards evening be changed from 23/4/2020 to 30/4/2020.
- ii) The TC approved quote A to print 50 A4 posters and 50 A4 nomination forms plus artwork at a cost of £35.50 + VAT.
- iii) The TC approved a budget of up to £50 for the printing of 2020 nomination certificates. The task was delegated to the RFO.
- iv) The TC approved £250 for 'keep sake' trophies and engraving for the keepsakes and the shields for the winners.

All expenditure to be allocated to Code 4830/ EMR ATM (Annual Town meeting) budget code

208(2019-20) Wyre Council consultation

a) District Enforcement Limited pilot scheme

The TC had been informed that a group of Wyre Councillors is currently reviewing the Pilot Scheme run by District Enforcement that covered littering and dog fouling. Wyre were considering whether a similar scheme should be run on a more permanent basis.

Resolved: The TC completed the questions (electronic copy on file)

b) Climate Change

The TC had received correspondence from Wyre Cllr Sir Robert Atkins, the Chairman of Wyre Council's recently established Climate Change Policy Group. He is seeking ideas and suggestions as to how the Borough and Town Council's could provide productive and beneficial actions on Climate Change.

Resolved: Cllrs Mitchell and Webster agreed to collate the responses, that the TC had received and comments from your Garstang Facebook page, that related to Climate Change and forward them to the Clerk. The Clerk would then forward the TC's response to Wyre Council.

209(2019-20) Appointment of Deputies to Garstang Town Council Committees

The TC considered Cllr Halford's proposal that to support effective running of the Council Committees, a deputy chairman for each Committee for the municipal year be appointed.

Resolved: The TC approved

- i) Finance Committee, Deputy Chairman - Cllr Harter
- ii) Personnel Committee, Deputy Chairman - Cllr Salisbury
- iii) Planning Committee, Deputy Chairman - Cllr Hynes

210 (2019-20) Procedure for a Casual Vacancy for a Town Councillor

Council were asked to consider and approve the 2 amendments made by the Clerk in the above document.

Resolved: The Town Council approved the amendments and approved V1.3 of the Procedure for a Casual Vacancy for a Town Councillor.

211 (2019-20) Protocol for funeral arrangements

The TC considered Cllr Webster's proposal for a protocol for funeral arrangements for a former Mayor or Town Cllr.

Resolved: The TC approved the protocol for funeral arrangements, namely:

- i) The protocol applies to the death of a former Mayor of Garstang or former Town Councillor.
- ii) The Mayor is notified by either fellow Town Councillors or Town Clerk of the death of a former Mayor/Councillor.
- iii) The Clerk confirms and circulates the funeral details to the Mayor and Town Council.
- iv) The Mayor attends the funeral and wears the Mayoral chain. If the Mayor is unable to attend, the Deputy Mayor will attend the funeral and wear the deputy insignia.

212 (2019-20) Mayor and Deputy Mayor Elect 2020/21

The TC considered standing orders point 2j and Cllr Brooks proposal for the appointment of Deputy Mayor.

Resolved:

- i) That standing orders be amended at point 2j to include the term 'and Deputy Mayor' as follows: 'The office of the Town Mayor *and Deputy Mayor* is based on a system of seniority.....' and 'A member of the Council may refuse the office of Town Mayor *and Deputy Mayor* when his/her term comes
- ii) when his/her term comes
- iii) Cllr Allan was proposed Mayor elect for 2020-21 by Cllr Hynes and seconded by Cllr Brooks.
- iv) Cllr Brooks was proposed Deputy Mayor elect by Cllr Salisbury and seconded by Cllr Mitchell.

213 (2019-20) NW Stages

Cllrs were asked to approve the engagement of Samba Espirito to entertain the NW Stages Rally crowds on Friday 20th and Saturday 21st March 2020. We are asking that the finalisation of costs and the agreement with Samba Espirito is delegated to the RFO and not to exceed £550. This money is to be set aside from the agreed budgetary figure of £1000.

Resolved: The TC approved for Samba Espirito to entertain the NW Stages Rally crowds on 21/3/2020 and 21/3/2020 and that the RFO be delegated to finalise the agreement with Samba Espirito. The TC **further resolved** that the cost of appointing the group would not exceed £550; the cost for the expenditure would be allocated to code 4805 for NW Stages.

214(2019-20) Dementia Awareness Training

Cllr Webster proposed that the council hold an extra ordinary meeting in order to facilitate Dementia Awareness training. This would be for all Town Councillors and be conducted by Sandra Perkins, founder of Garstang Memory Cafe.

Resolved: That the Council hold an extra ordinary meeting on Tuesday 24/3/20 at 7.00pm for the Town Council to receive the training required to become Dementia Friendly.

215 (2019-20) Garstang Town Council Community Engagement Strategy

The Town Council considered the circulated draft engagement strategy, produced by Cllr Mitchell. Cllr Mitchell reported that following the listening exercise, the intention is to personalise the strategy based on feedback received. The listening exercise will be to be undertaken to:

- i) Ensure strategy objectives meet community needs and help us to understand the preferred methods of communication across different sections of the community.
- ii) Understand what the community currently know about the Town Council and how satisfied they are with us.
- iii) Gain additional ideas and input about what they would like to see us working on and identify potential working partners.
- iv) Gain information to direct our future engagement activity and prioritise our next steps.

Resolved: The Town Council approved the Garstang Town Council Community Engagement Strategy.

216(2019-20) Annual Governance Review

The Clerk reported that when the Council completes the end of year Annual Return, Councillors are asked to confirm that the various internal control documents have been reviewed in the past 12 months. The Town Council has established a principle of conducting an annual governance review each February.

Resolved:

- i) **Standing Orders (V1.3)**
The standing orders were reviewed, no amendments required.
- ii) **Financial regulations (V1.4)**
The Council noted that the Financial Reg's has been reviewed and updated during 2019/20. The Council further noted that a Model Financial Regulations templates for England and Wales, produced by the National Association of Local Councils (NALC) was produced in 2019 (New financial regulations). The RFO was asked to circulate a copy of the new regulations to the Finance Committee members by 29/2/2020. A review of the model financial regulations would take place at the Finance Committee on 14 April 2020. Recommendations, from the Finance Committee, would be sought from Full Council on 20 April 2020.
- iii) **Schedule of Assets as at 31/12/19 (V1.14)**
The Council approved an amendment of the title of the document, to detail the correct date. The Asset register at 31/12/19 was then approved.
- iv) **Risk management policy (V1.3)**
The Risk management policy was reviewed, no amendments required.
- v) **Risk assessment table as at 31/12/19 (V1.11)**
The TC noted that this assessment was reviewed quarterly by the Finance Committee. Council approved an amendment at point 11 to detail 'Tree

surveys reviewed every 18 months'. The Risk assessment table at 31/12/19 was then approved.

vi) Publication Scheme Policy (V1.6)

The Publication Scheme Policy was reviewed, no amendments required.

217(2019-20) Keep Britain Tidy - Great British Spring Clean 20 March - 13 April 2020

Resolved: The Town Council agreed to join in with the Garstang in Bloom litter pick on Wednesday 25th March, 9.30 am at the High Street car Park /Norah's Garden.

218(2019-20) Project sheets

Resolved:

- i) **VE Day** -The Town Council approved that Phil, the Community Volunteer, be asked to assist at the event. Cllrs Pearson and Salisbury agreed to assist with the distribution of any leaflets.
- ii) **Operation London Bridge** – Cllr Ryder to replace Cllr Perkins as the project manager. The TC approved that Mrs Perkins be asked for her continued support on this project.

Project	Cllr manager	Report received	Report received 20/1/2020	Report received 18/11/2019
Community engagement	Cllr Mitchell	✓	✓	
Council Award scheme	Clerk	not required	not required until 17/2	not required until 12/19
Christmas lights working group	Cllr Harter	not required	not required	✘
Uniformed Volunteer Community Champion	Cllr Salisbury	No update to report	No update to report	✘
GTC Facebook Platform	Cllr Ryder	✓	✘	No report received due to ill health
GTC Web Site	Cllr Allan	✓	✓	✓
KWH Relationship	Cllr Allan	✓	✓	✓
Moss Lane playing field	Cllr Ryder	✓	✘	✓
Neighbourhood Plan	Cllr Brooks	✓	✘	✓
NW Stages 2020	Cllr Allan	✓	✓	
Town Council Awards	Cllr Webster	✓	✓	✓
VE75 Project	Cllr Allan	✓	✘	✓
War Memorial	Cllr Webster	✓	✓	

219 (2019-20) Planning Committee

Cllr Leech reported on the Planning Committee meeting held earlier that evening.

220 (2019-20) Personnel Committee

The Council noted that the Clerk would be using her outstanding Annual leave (10 days up to 31/3/20) by taking off, one day weekly, on a Monday or Thursday from 1 June 2020, to be agreed as per the terms of reference of the Personnel Committee 4.1.6, whereby the Chairman with the Mayor will be responsible for approving A/L.

221 (2019-20) Finance

a) Payments – Cllrs approved the following expenditures

Payroll (figures provided by Towers + Gornall)		
to be paid electronically on 26/2/2020 (E00237 & E00238)		2,724.54
LCC pension direct debit (19/2/20)		760.86
Clerk; LC2 range (new SCP as from 1/4/19 19-32), 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman scale point SCP 1-4 (new SCP as from 1/4/19)		
Cheque no.		
Royal Bank of Scotland – cashbook 3 Cheque no.		
000075	Age UK Lancashire (Robert Ibison, outgoing Young Mayor Fundraiser)	264.15
Electronic payments		
E00239	DFX Systems Call out to PC backup issue 30/1/2020	45.00
HSBC – cashbook 4 Christmas lights account Cheque no.		
100027	LITE 2019 Christmas lights (verified by D Carr)	14,774.40
100028	2018 Eon invoice (verified by D Carr)	103.06
Income received from Chamber of Trade Christmas Lights account 6,238.00 (Bank statement as at 12/1/2020, 8,760)		
29/2	Three.co.uk - Office internet	8.00
17/2	Three.co.uk - Clerk mobile phone	17.89

b) Money market account monies

Resolved: The Council agreed that the money market account holding £30,307.84 be reinvested in a 3 Months Fixed money market account, earning an interest rate of 0.66%.

c) Statement of Accounts at 31 January 2020

HSBC Current account	£	4,840.23
Royal Bank of Scotland	£	1,575.84
HSBC Reserve account	£	25,738.65
Money Market Account 1 year	£	30,307.84

222 (2019-20) Reports from the Clerk, project leaders and outside body representatives.

A. Clerk report

- i) Management team meeting
Mayor (Cllr Webster) & Deputy Mayor (Cllr Allan) and Chair Finance Committee (Cllr Halford) meeting met 29/1/2020

- ii) Pocket Parks: Application for Grant Funding (11/2/2020)
Thank you for your application to the Ministry of Housing, Communities and Local Government (MHCLG) Pocket Parks programme.
All applications have now been assessed by the department and I am sorry to say that your application has not been successful. We received well in excess of the expected number of applications. The assessment process was very challenging, and we had to turn down a large number of good quality applications. A total of 68 awards (18%) were granted out of 373 applications.

B. Project sheet

- i) VE75, Cllr Brooks
The event takes place over the weekend Fri 8th, Sat 9th and Sun 10th May and similar to the 100th Anniversary of the Armistice 11 November 1918 activities are directed by Bruno Peek, The self styled Pageant Master. Go to his web site for further information and also the website of the Town Criers Guild.
The traditional first Monday in May Bank Holiday has been moved to Friday the 8th. There is a probability that many owners of shops and businesses will take advantage of the holiday with the possibility that the town centre will be quiet.
The national and local events are;
3pm Friday Churchill's address to the Nation. Town Crier's proclamation.
Evening Saturday. Veterans Breakfast Club holding a themed Dinner and Dance at Wyre Bank. Local pubs may put on special activities.
10 30am Sunday, Church services. Possible parade. I have had discussions with;
The manager of the Tourist Information Office who will be looking forward to giving the event publicity.
Luke Pollard of the Chamber of Trade who sees the event as a means of bringing Garstang to a wider audience. He is prepared to assist with publicity materials.
David Brewin who is hoping to organise a parade through the Town before the church service. The Town Crier very briefly who will fit in with our programme.
I have spoken to Alan Pearson and he has confirmed that the Garstang In Bloom Team will introduce a Red White and Blue theme into their planting scheme.

I have provisionally booked Darrel Edwards, music and sound, to attend when required. For example reproducing Churchill's speech on Friday.

Things to do include,

Deliver letters of information to shops and businesses.

Prepare a small card giving a programme of events and a memento of the occasion for, in particular, school children,

Contact local churches and schools to explain how they can contribute.

I am not planning on set piece tableaux of authentic military vehicles or equipment for example but shop keepers will be asked to dress their windows with Red, White and Blue bunting which I am hoping to supply plus any artefacts of the period they can obtain such as ID cards and Ration Books remembering that rationing did not come to an end until 1953.

ii) GNP 16/31- GARSTANG NEIGHBOURHOOD PLAN 2016-2031, Cllr Brooks

A draft Terms of Reference of the Steering Group has been prepared.

Wyre Council has approved the Neighbourhood Area a formal step that the plan is required to go through.

A four-page summary of Wyre's Local Plan 2016-2031 has been prepared to assist in identifying specific areas of policy relevant to Garstang.

A VISION STATEMENT has been drafted with reference to the Local Plan. A document has been prepared listing the matters that have to be addressed before a consultation takes place.

The Town Council has registered its interest in applying for a grant of £9,000 from locality. An application form has been received electronically and downloaded. The date for submission has passed, 31 January, and the next round commences 01 April, 2020 for the twelve months to 31 March 2021. Grants cannot cover work already done and therefore it will be necessary to apply before expenditure takes place.

The application will be completed and submitted in April next. The activities needed to be undertaken.

Set up meeting with the Steering Committee to agree consultation document. Consultation on Draft Neighbourhood Plan.

Prepare Consultation Statement for approval by Town Council followed by publication. Submit approved and amended document to Wyre Council who carry out its own six-week consultation.

The Council appoints an Independent examiner who reviews the document from a legal view and whether it meets relevant planning guidance.

On completion of these stages the Council carry out a referendum of those parishioners eligible to vote.

C. **Outside body representatives**

i) Garstang Fairtrade Cllr Ryder

Fairtrade Fortnight 2020 Activities

There will be a Family Fairtrade Quiz starting February 1st. Quiz Sheets can be collected from the visitor's centre, the library and the Mustard Seed. Completed forms should be returned to the visitor's centre by 1st March. A £20 Fairtrade Hamper and a £10 voucher to be spent at the Mustard Seed will be presented to the winning entry at 10.00 on the 7th march at the Mustard Seed.

Once again, we will be putting on our popular display about Fairtrade Cocoa in the Library.

The annual Cycle Club Banana rally will take place on Saturday 29th February. Members gather outside the Royal Oak at 9.15.

There will be a display and sale of Fairtrade goods at Soroptimist International, North West Region and the Isle of Man meeting at the Crofters Hotel on 15th February.

Bruce Crowther will be giving a chocolate demonstration at the URC hall starting 7.00pm. Admission will be free.

20th Anniversary Celebrations

The possibility of the Fairtrade Walk as part of the Garstang Walking Festival is being investigated – details to follow.

As part of the Garstang Arts Festival afternoon tea to be served at the Arts Centre on Thursday 27th August 2020. 1.00 – 4.00pm

There will be a Fairtrade stall outside Market Hall on Saturday 20th June to raise awareness of Fairtrade.

A Fairtrade Wine and Cheese Evening to be held at Cabus Village Hall has been booked for Thursday 26th November 2020 6.00 - 10pm.

As their contribution to our celebration, Garstang in Bloom have volunteered to plant the haycart outside Sainsbury's in the colours of the Fairtrade logo - blue, green and black. Fairtrade Directory

The Fairtrade Steering Group are producing a Garstang and District Fairtrade Directory booklet for the town which should be available later this year. Free copies of the Directory will be available from the Visitors Centre, the Mustard Seed and various outlets around town.

The Directory is intended to support retailers and those who offer accommodation by selling or using Fairtrade products in their businesses. Please support them.

Easyfundraising

Turns your everyday online shopping into free donations for your favourite cause. How? Just start your online shopping first at easyfundraising, then shop as normal. The retailers then make a small donation to say, "thank you". There are 3,824 retailers to choose from and so far over £30 million has been raised for thousands of community groups, schools, sports clubs, small and large charities across the UK. So, by nominating Garstang Fairtrade Steering Group you will be helping Fairtrade to continue in Garstang.

Date of next meeting

Our next meeting will be on Saturday 8th February 10.00 am at the Methodist Church (access via Wesley's coffee lounge on Parkhill

Road) where we will be finalising our contribution to Fairtrade Fortnight and our 20years celebrations. Everyone who has an interest in Fairtrade or is just curious is welcome to join us, we would love to see you. If you have any ideas or suggestions but cannot get to the meeting, please email us on garstangfairtrade@gmail.com

ii) Lancashire Association of Local Councils – Wyre area committee – Cllr Ryder

Report from Gary Payne, Chief Executive of Wyre Council

We have launched a new weekly online community lottery to provide good causes and community groups with a simple way to raise funds. 60p from every £1 lottery ticket sold will go to charities, voluntary organisations and other good causes. Players of the lottery can win a £25,000 jackpot, plus other prizes. When a player buys a ticket, they can choose a specific good cause to receive 50p of their ticket money. A further 10p in every pound will go into a general Wyre Community Lottery good causes fund. Alternatively, all 60p can be donated to the Wyre Community Lottery good causes fund. The remaining 40p will fund prizes, operating costs and VAT. The council will not receive any profit. Tickets can be bought online at www.wyrelottery.co.uk. If you would like to register your good cause call us on 01253 578579 or email support@wyrelottery.co.uk

There is a refresh of the Wyre Business plan which will be taken to full council in March. The emphasis will change from Health to Community Resilience and It will include 'partnership working' with Town and Parish councils.

Wyre are planning to set a balanced budget which should be agreed at the full council meeting in March.

Police Report

The task force will be looking to address residents' issues and the three areas that are being targeted are:

Speed Concerns and setting up a procedure for simplified reporting
Knife Crime although not a great problem locally will still be monitored

'Our Lancashire' helping to bring communities and various groups together.

D. Written Report from Wyre and Lancashire County Councillors

Requested by the Clerk but no reports received.

E. Mayor's engagements

25/11/19 - Garstang Lights Switch On

28/11/19 – Remembrance Sunday Debrief at the Royal British Legion

03/12/19 – Garstang Community Primary School Nativity Play

05/12/19 – Garstang Theatre Group Pantomime

07/12/19 – Veteran's Christmas Breakfast Club

07/12/19 – Interview on Radio Lancashire regarding Garstang Santa Dash

08/12/19 – Garstang Santa Dash

09/12/19 – Garstang Victorian Festival

29/12/19 – Garstang Tractor Run – Fundraising event for the Children’s Festival
22/01/20 – Town Council Awards meeting
24/01/20 – Youth Council Recruitment Drive at Garstang Community Primary School
24//1/20 - Cancer Care cheque presentation at Barton Grange
27/01/20 – Bloom Awards evening at Booths
29/01/20 - Town Council Management meeting
30/01/20 - Ben Andrews' Funeral at Garstang United Reformed Church
01/10/20 - Garstang Veteran's Breakfast Club at Owd Tithe Barn
01/01/20 - Meet the CRY Screening Team at Garstang Community Academy
01/02/20 – Garstang Gymnastics Show

223 (2019-20) Items for Next Agenda

Councillors were asked to raise matters to be included on the agenda and ‘Report of other representatives and projects’, for the meeting of the Town Council on 16 March 2020 by notifying the Clerk by 6 March 2020. The item should specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which he will be expected to discuss i.e. it needs to specify either what the proposal is and that a decision is required or whether the item is for information only.

The meeting finished at 21.20