



# Garstang Town Council

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Garstang Police Station

Moss Lane

Garstang

PR3 1HB

## Full Council Meeting, 4<sup>th</sup> May 2021 Minutes

Minutes of the virtual Town Council meeting, held on 4 May 2021, 7.00pm.

### **Present**

Chairman: Cllr Webster

Councillors present: Allan, Atkinson, Brooks, Dyer, Halford, Hynes, Leech and Webster

Also present: Town Clerk Edwina Parry, Wyre Councillor Dulcie Atkins and 1 member of the public.

### **319(2020-21) Apologies for absence**

County Councillor Turner

### **320(2020-21) Declaration of Interests and Dispensations**

There were no disclosures of pecuniary and non-pecuniary interests or dispensation requests from Councillors.

### **321(2020-21) Public participation**

The meeting was adjourned to allow members of the public to speak.

Wyre Councillor Dulcie Atkins reported that Wyre Council's Planning Committee considered application 20/00212/FULMAJ for a second time at their meeting on 28 April 2021 and resolved to grant planning permission.

The meeting was reconvened.

### **322(2020-21) Minutes of the last meeting**

A copy of the minutes of the Town Council meeting held on 19 April 2021 had been circulated.

**Resolved:** The minutes of the Town Council meeting held on 19 April 2021 were confirmed and signed electronically as a true record.

### **323(2020-21) Standing item: Delegated decisions**

On 27/04/2021 the Mayor and Deputy Mayor sought delegated authority, in consultation with the Clerk, to live stream, on the TC's Facebook page, the Virtual Annual Town Meeting, 29/04/21. Views of the Town Council were sought.

**Resolved:** Council approved that the Annual Town Meeting be live streamed on the TC's Facebook page.

### **324(2020-21) Planning Applications**

Councillors were asked to consider the following application:

- a) **Application Number: 21/00433/FUL**  
Proposal: Demolition of existing dwelling and erection of replacement dwelling house  
Location: Applegarth High Street Garstang

**Resolved:** No objections

### **325(2020-21) Year end accounts and Annual Governance and Accountability Return 2020/21 Part 3, 1 April 2020 – 31 March 2021**

Councillors considered the following:

- a) **Internal Audit, Annual Governance and Accountability Return Statement**

The recommendation from the Finance Committee, who met on 27/04/21, is that the report is received and noted by Full Council.

**Resolved:** The Council received and noted the Annual Internal Audit Report 2020/21.

- b) **Statutory receipts and payments 31/03/2021**

The recommendation from the Finance Committee, who met on 27/04/21, is that the statutory receipts and payments 31/03/2021 is approved.

**Resolved:** The Council approved the statutory receipts and payments 31/03/2021.

- c) **Section 1, Annual Governance and Accountability Return Statement.**

**Resolved:** The Council completed and approved Section 1, Annual Governance Statement 2020/21.

- d) **Section 2, Annual Governance and Accountability Return Statement.**

The RFO had completed, signed and dated Section 2. The recommendation from the Finance Committee, who met on 27/04/21, is that Section 2 is approved.

**Resolved:** The Council approved Section 2, Accounting Statement 2020/21.

- e) **Commencement of the period for the exercise of public rights**

**Resolved:** The Council noted the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. The dates are Monday 14 June – Friday 23 July 2021. Any person interested has the right to inspect and make copies of the accounting records for the financial year 2020/21 between these dates.

### **326(2020-21) Correspondence from Town Trust, Councillor Halford Trustee**

The Town Council considered the correspondence from the Town Trust which indicated that the Town Trust were hoping to resume normal business and hold

a normal face to face meeting towards the end of June. It was brought to the attention, of the Council, that Council Representative Trustee Michael Halford's term of Office ended in December 2020. The Council were asked to consider if Councillor Halford is to serve another term of Office.

**Resolved:** The Council approved that Councillor Halford's term of Office be renewed and that he serves another term of Office as the Council's representative on the Town Trust.

**327(2020-21) Standing Orders 19c, Staff Appraisals, Cllr Allan, Chair Personnel Committee**

Council noted point 19c of standing orders as follows:

The Mayor of the Council and Chairman of the Personnel committee shall upon a resolution, conduct a review of the performance and annual appraisal of the work of the Clerk/RFO. The appraisal of the Lengthsman will be carried out by the Clerk and a Town Cllr. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel committee.

**Resolved:** Council approved that Councillor Pearson, alongside the Clerk, conducts the Lengthsman's appraisal.

**328(2020-21) Finance payments – for decision**

Councillors approved the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00339 & BACS00340	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/05/2021, Clerk: LC2 range SCP 19-32), 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman: scale point SCP 1-4	£2,787.21
Direct Debit 19/05/2020	LCC Pension	£940.12
BACS00341	Mrs E Parry – Clerk's expenses, monthly reimbursement for Zoom account (07/04/2021 – 06/05/2021) Microsoft Teams 26/04/2021 - 25/05/2021 verified Councillors Atkinson & Dyer	£14.39 £59.28
BACS00342	Jan Finch - Completion of 2020/21 internal audit	£150.00
BACS00343	Towers+Gornall Payroll services to 31/03/2021 (last year £882.00)	£867.60
BACS00344	The Flower Shop – bouquets Annual Town Council meeting 04/05/2021	£50.00
Direct Debit 08/05/2021	Vodafone – mobile phone 28/04/2021 to 28/05/2021	£11.00
Direct Debit 01/06/2021	Three.co.uk - Office internet	£8.00

**329(2020-21) Royal Bank of Scotland Bank mandate**

The Finance Committee (who met on 27/04/2021) recommend to Full Council, that Councillor Atkinson replaces outgoing Councillor Ryder as a signatory on the Royal Bank of Scotland account (cashbook 3).

**Resolved:** Council approved that Councillor Atkinson replaces outgoing Councillor Ryder as a signatory on the Royal Bank of Scotland account (cashbook 3).

**330(2020-21) 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 21 June 2021 by notifying the Clerk by 11 June 2021**. 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 Clerk has produced an agenda item template to assist Councillors collate their agenda item. The template can be found on Teams – Full Council.

Please note:

Minute 306(2020-21) Council business between 5 May 2021 and 21 June 2021

**Resolved:** For the period 5 May 2021 – 21 June 2021 any decisions, that would otherwise have been on the agenda for a committee or Council, is now made by the officer of the council, the Clerk/ RFO, (and the Mayor & Deputy Mayor).

To ensure that this remains inclusive of councillors, the Clerk/ RFO is advised in their decision-making, to seek the views of members of the committee/Council. This could be by email or by Teams/zoom.

This would supersede minute 249(2019-20), Coronavirus (COVID-19) and Council activities, 21 March 2020.

**The Meeting Finished at: 7.18pm**

## For Information Only

### 331(2020-21) Councillor's Report

#### a) **Children's Festival Committee**

Councillor Allan attended a Children's Festival Committee meeting on 22/04/2021. Although this year's event has been cancelled they are intending to put bunting up in the High Street and at the Town Cross. Dates will be between 20th May and 21st June or around those dates. They do not intend to be decorating Bridge St, Church St or Parkhill Rd or any of the pubs.

They will also be arranging a banner advising next years planned date which will be Friday 3rd June 2022.

### 332(2020-21) Mayor's engagements

Charlie Robinson's funeral Friday 16th April.

Mayor's Charity Plant Stall at the Market Hall Saturday 24th April

Garstang Christmas Lights meeting 27th April 2021

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