



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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Full Council Meeting, 16th May 2022 Minutes

Minutes of the Town Council meeting, held at Garstang Library, on Monday, 16 May 2022, 7.30pm.

Present

Chairman: Councillor Allan

Councillors present: Allan, Atkinson, Brooks, Halford, Leech, Pearson and Webster

Also present: Town Clerk, Edwina Parry and Wyre Councillor Dulcie Atkins and Wyre Councillor Robert Atkins

Councillor Lees and Salisbury were not present

306(2021-22) Apologies for absence

Councillor Mitchell

Wyre Councillor Robert Atkins gave apologies for Councillor Alice Collinson

307(2021-22) Declaration of Interests and Dispensations

Councillor Pearson arrived during this agenda item.

There were no interests or dispensations received from Councillors on matters to be considered at the meeting.

308(2021-22) Public participation

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

Wyre Councillor Dulcie Atkins reported that Wyre Council had elected Councillor Julie Robinson as its new Mayor for 2022/23.

309(2021-22) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 19 April 2022.

Resolved: The minutes of the meeting held on 19 April 2022 were confirmed and signed as a true record.

310(2021-22) Councillors ceasing to be qualified as Town Councillors

The Clerk reported that she had sought advice from Wyre Council and corresponded with Councillors Hogton and Hynes about their qualification as Town Councillors. Both Councillors cease to be qualified as Town Councillors.

Resolved: The Town Council declared the 2 vacancies left by Councillors Hogton and Hynes on 16 May 2022. The Clerk was asked to inform Wyre Council of the declaration.

**311(2021-22) Arrangements for Annual Town Council meeting (ATCM), 26 May 2022
To recommend appointments onto Committees, in readiness for the ATCM**

In light of the item 5 update, the Clerk asked the Council, if the positions on the Town Council's Committees need to be reviewed again.

Resolved:

Finance and Amenities Committee - Councillors Allan, Atkinson, Halford, Lees, Mitchell and Pearson.

Personnel Committee – Councillors Brooks, Leech, Mitchell, Salisbury, Webster and vacancy.

Planning Committee - Councillors Allan, Atkinson (until 2 new Councillors had been appointed onto the Planning Committee following their appointment onto the Town Council), Leech, Lees and Webster and vacancy.

To recommend appointments to the following outside bodies, in readiness for the ATCM

Resolved:

Lancashire Association of Local Council (LALC - Area Committee), Councillor Allan and a vacancy.

Fairtrade Steering Group – Councillor Allan

Wyre Flood Forum – Councillor Brooks

Millennium Green Trust – Councillor Halford

Planning Ambassador – to be addressed at June's meeting.

Town Trust – vacancy, Halford and non-Councillor Perkins – to be addressed at June's meeting.

Youth Council – Councillors Allan, Atkinson and Pearson.

312(2021-22) Soroptimist International of Garstang

Soroptimist International of Garstang enquired whether the Town Council would support the group in setting up a recycling scheme for coffee pods. They have become aware that there is a scheme operating in Longridge, organised by the Longridge Environment Group and we think a similar scheme would work well in Garstang.

Resolved: Councillor Pearson, was appointed to follow up this enquiry with the Soroptimist International of Garstang and will report back in June.

313(2021-22) A6 Lancaster, Preston and Wyre, Revocations, 40mph and 50mph Speed Limits

The County Council is considering the above proposal, the effect of which will be to introduce the measures as set out in the attached Public Notice and plan.

Resolved: The Council responded with 'No comment.'

314(2021-22) Payments, the Finance Committee

The Finance Committee, who met on 26/04/2022, recommended changes to financial regulations at 4.1 to Full Council.

The background to the change is due to the additional responsibilities the Town Council has taken on (namely Kepple Lane Park) and the positive way in which the Council was able to operate during the covid-19 pandemic with delegation of authority.

Resolved: The Council approved that the Council’s Financial regulations are amended at 4.1 as detailed below.

4.1. Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget and earmarked reserves, ordinarily by Full Council.

However contingency authority is delegated as follows:

I. the Clerk, in conjunction with Mayor of Council, Deputy Mayor and Chair of Finance, with Full Councils views sought electronically, for any items between £501 and £2500 (net), where the order/payment is required before the next Council meeting.

II. the Clerk, in conjunction with Mayor of Council and Deputy Mayor, for any items between £251 and £500 (net).

III. The clerk for items up to £250 (net).

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the Mayor & Deputy Mayor. Contracts may not be disaggregated to avoid controls imposed by these regulations.

315(2021-22) Finance payments

Councillors approved the following payments:

Unity bank account – cashbook 5

Reference	Description	Amount
BACS00450 & BACS00451	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/05/2022, 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	£2,803.11
BACS00452	Mrs E Parry – Clerk’s expenses, Microsoft Teams 27/03/2022 - 26/04/2022 reimbursement budget code 4738	£54.72
BACS00453	Broxap Limited – Moss Lane park set of 2 no. Football Goals, £822.00 net Minute ref 227 (2021-22) Budget Code 4770 & EMR 334, Moss Lane play project	£986.40
BACS00454	S Carr & Son – As order 21/22006 “keepsake” trophies; with free engraving and Engraving on 9 Minute 208(2021-22) Code 4830/ EMR 336 ATM (Annual Town meeting) budget code.	£272.00

Reference	Description	Amount
BACS00455	Payment made in between meetings (11/05/2022) Mrs E Parry reimbursement for Bunting decorations for Queens Platinum Jubilee Minute 296c)(2021/22) approved by Deputy Mayor & Chair of Finance (in the absence of the Mayor)	£124.95
BACS00456	Payment made in between meetings (11/05/2022) Mrs E Parry reimbursement for Hanging pom poms decorations for Queens Platinum Jubilee Minute 296c)(2021/22) approved by Deputy Mayor & Chair of Finance (in the absence of the Mayor)	£89.90
BACS00457 or credit card payment	Purchase of Winzap (IT file compression tool) to enable the TC to download the electoral register from Wyre Council. The price covers a period of 12 months. To be charged to budget code 4737, Computer annual renewals.	£25.95
BACS00458	Mowerpower – repairs to Stiga lawnmower. Invoice tabled at meeting, approved as per 4.1 financial regulations. To be charged to budget code 4590, Lengthsman other expenses.	56.60
BACS00459	EGM Garden machinery – repairs to Kubota lawnmower. Invoice tabled at meeting, approved as per 4.1 financial regulations. To be charged to budget code 4590, Lengthsman other expenses.	100.06
Direct Debit 4/05/2022	Towers + Gornall; Go cardless minute 182(2021/22)	£72.30
Cashbook 3 & 5 direct debits (period of transition between accounts)	The minutes will detail which cashbook the direct debits have been taken from	
Direct Debit 8/05/2022	Vodafone – mobile phone 28 March to April 2022	£12.06
Direct Debit 31/05/2022	Three.co.uk - Office internet	£8.11
Direct Debit 19/05/2022	LCC Pension	£940.13

316(2021-22) Statement of Accounts at 30 April 2022 – for information

Cashbook 1 HSBC Current account	£1,208.23
Cashbook 2 HSBC Reserve account	£33,075.16
Cashbook 3 Royal Bank of Scotland	£49,309.75
Cashbook 4 HSBC Christmas Lights account	£6.00
Cashbook 5 Unity Trust account	£49,988.00
Money Market Account 3 month	£30,619.03

317(2021-22) Items for Next Agenda

Councillors are 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 20 June 2022 by notifying the Clerk by 10 June 2022**. 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.

The Meeting Finished at: 08.10pm

For Information Only

318(2021-22) Clerk's Report

a) **Platinum Jubilee; change the name of Moss Lane Park, project of Councillor Leech**

Background minute 296(2021-222)

Resolved: The Town council resolved to change the name of Moss Lane Park as part of its celebrations of the Queen's Platinum Jubilee. The Town council further resolved to seek opinions from the residents of Garstang electronically, readers of the Focus magazine, visitors to the Library and Visit Garstang and users of the Park about a new name for park. The consultation to follow the Town Council approved Communications policy.

Update from the Clerk – opinions were not sought from the residents of Garstang electronically or visitors to the Library and Visit Garstang and users of the Park about a new name for park. The Focus magazine column did not generate any responses.

b) **Civic Sunday**

Civic Sunday will take place on Sunday, 9th October 2022, 10.45 at Garstang Free Methodist Church.

c) **Community champion**

I regret to inform that the Community Champion scheme has ended. I was prohibited from performing as a Community Champion officially due to Covid.

Although I have done very little for Garstang in the last year I wanted to Thank you and all of Garstang Council for my experience especially at the start with helping out on things such as Garstang Show. If you are ever in need of a volunteer, I will assist as much as I can.

d) **The Queen's Award For Voluntary Service 2023**

Do you know a voluntary group that deserves recognition for the work it does? Why not consider nominating it for a national award?

Terry Hephrun, Chair of the Lancashire Panel for the Queen's Award for Voluntary Service (QAVS) said "In 2002, in celebration of Her Majesty's Golden Jubilee, The Queen's Golden Jubilee Award for Voluntary Service by Groups in the Community was established. Its purpose is to recognise exceptional groups of individuals who are giving their time freely for the benefit of others and are making a real difference in the communities they serve. It is the highest honour that can be bestowed upon groups of this kind and is equivalent in status to the MBE.

"As such, The Queen's Award not only serves to provide recognition of volunteer groups, but also demonstrates the high respect in which volunteering is held. We all know the value of voluntary effort to support communities not least in the difficult circumstances we are continuing to face in 2022. In this Platinum Jubilee year, it seems appropriate to look to encourage a good number of nominations for Lancashire.

“Groups must be nominated for the Award - self nomination is not permitted. A group (three or more people) can be nominated if it is based in the UK, the Channel Islands and the Isle of Man. The group has to have been volunteering for the benefit of people in the UK or overseas for at least three years and more than half its members must be volunteers who have the right of residence in the UK. It must provide a specific local benefit and Groups solely concerned with fundraising for charitable purposes or operating solely for the benefit of animals are not eligible.”

The QAVS Team at the Department for Digital, Culture, Media and Sport administers the Award and will happily help with any queries. You can contact them at queensaward@dcms.gov.uk or 0207 271 6206

Further details on entrance criteria and the nomination process (which is a fairly straightforward online system) are available from:
<https://qavs.dcms.gov.uk/>

Nominations for the 2023 awards can now be made and the closing date is 15 September 2022.

e) Wyre Council - Land application to use part of the High Street Car park to bring in rides during the Jubilee Bank Holiday

Wyre Council sought the Town Council's informal views on the above. In light of comments received Wyre Council rejected the application

319(2021-22) Project Reports

No reports submitted.

320(2021-22) Outside body representatives

Fairtrade Annual Report – Mr Peter Ryder

Like so many other organisations this last year has seen Garstang Fairtrade coping with the ongoing Covid issues whilst trying to get back to some sort of normality.

Garstang Fairtrade continues to promote Fairtrade in our community and in the process are proud to help promote Garstang, the world's first Fairtrade town.

With a lot of hard work and the support from everyone involved Garstang was able to renew its Fairtrade Town Status. Achieving and maintaining Fairtrade status is an amazing achievement for us and the town.

We would like to thank everyone who has supported Fairtrade, the traders who have been kind enough to help us with our various function and the Library and Visitor Centre for hosting our displays. We would also like to thank the Your Garstang Facebook page team who invariably allow us to share our posts which has allowed us to increase our profile and reach so many more people which has contributed to a successful year for our publicity and press coverage. We would also like to thank the Town Council for their continued support in renewing their Fairtrade pledge and allowing us to submit reports to the Town Council Meetings. We would especially like to thank the mayor for attending

many of our events in his official capacity. Whilst we have been extremely disappointed by the lack of support from the Council's Fairtrade representative, we look forward to working with a Fairtrade representative in the next civic year and we hope that a good relationship with the Town Council will continue and flourish.

Some of our activities and highlights during the year included:

Holding a stall once a month at the Arts Centre for the last three months selling Fairly traded goods. We hope to continue to run the stall monthly.

Marking World Fair Trade Day with a display in the Market Hall window

Continuing to work in collaboration with the other organisations like the Soroptimists of Garstang with who we are planning two new events in the coming year. We also met up with two members of Totnes Fairtrade Group and have agreed to exchange ideas, news, and information

Serving Fairtrade tea and coffee in support of our local Explorer Scouts fundraising for a working trip to Malawi.

Promoting the Great Big Green Week by conducting five local primary school assemblies, putting on a Fairtrade Climate Change stand outside the Catterall Co-op, carrying out a climate change survey and forwarding the results to the Council and running a climate change quiz.

Garstang Fairtrade were delighted to join in the Garstang Christmas Festive Trail and enter our tree which was displayed in St. Thomas's Church as part of the Christmas Tree Event

For the annual Fairtrade Fortnight celebration, we ran several events to promote Fairtrade Fortnight including. Running a Fairtrade Quiz with a fairtrade hamper as the prize, running a children's Treasure Trail round the individual shops in Garstang, visiting several local primary schools, holding a children's activities morning at the library, supporting the Catterall Co-op at their Fairtrade live event, energising the Garstang Cycle Club with Fairtrade bananas to help them on their Saturday cycle ride and mounting a Fairtrade and climate change display at the Visitors Centre and the Library.

Our aim remains the same, to promote Fairtrade particularly in Garstang and district and wherever and whenever possible accept invitations to attend local events in order to do so.

321(2021-22) Mayor's engagements

01/05/2022	09.00am	Lions 24 hr Bowling Marathon, David (Mooch) Cryer at Guys
01/05/2022	10.30am	Garstang Rugby Colts Cup Final at Stockport
07/05/2022	09.30am	Armed Forces and Military Veterans Breakfast Club at Wheatsheaf
07/05/2022	11.00am	Dementia Garden Planting at Library
09/05/2022	19.30pm	Preesall Mayor Making at Preesall and Knott End Youth and Community Centre
18/05/2022	19.30pm	Garstang Camera Club Awards Night, Arts Centre
26/05/2022	19.00pm	Annual Mayor Making at St Thomas's Church Hall