



Garstang Town Council

Town Clerk: Mrs E Parry
Tel: 07592 792 801
Email: clerk@garstangtowncouncil.gov.uk
Web: www.garstangtowncouncil.gov.uk

Garstang Scout and Guide
Headquarters
Kepple Lane
Garstang
PR3 1PB

Full Council Extraordinary Meeting, 7th October 2022 Minutes

Minutes of the Extraordinary Town Council meeting, held at Garstang Library, on Friday 7th October 2022 at 14:00.

Present

Chairman: Cllr Leech

Councillors present: Allan, Atkinson, Brooks, Dyer

Councillor Lee's was not present.

074(2022-23) Apologies for absence

Councillors Halford, Mitchell, Pearson, Sewart and Webster

075(2022-23) Declaration of Interests and Dispensations

No interests were declared.

076(2022-23) Public participation

There were no members of the public present at the meeting.

077(2022-23) Advice from LALC – for information

Cllr Atkinson was thanked for his hard work in facilitating the meeting and ensuring we had met the legal requirements through consultation and advice from LALC. has sought advice from LALC on who can issue an agenda for an extraordinary meeting. As a result of this advice the Mayor, Cllr Leech, issued the agenda for this extraordinary meeting, with notice being served to Councillors via email and the public via the Town Council's website on the 3rd October 2022.

078(2022-23) Personnel staffing arrangements – for decision

As the Chair of Personnel Committee was not present, Cllr Leech provided a verbal update on the current staffing arrangements. A discussion followed as the Council decided how it wished to proceed with temporary staffing, including staffing needs, previous experience, cost and timeframe.

Resolved: The council were to seek to contract locum clerk Julia Tufnail, through *The Society of Local Council Clerks*. This would be for 6 hours a week and for up to 6 weeks, commencing the following week. The council further resolved to suspend Financial Regulations 7.8 in order to enact the resolution and understanding the risk of doing so is mitigated due to the nature of the

appointment, the timeframe involved, the financial scale of the decision and the society used to appoint the locum clerk.

079(2022-23) Council Finance – for decision

a) Placing Orders

Resolved: That the Mayor, Deputy Mayor and Chair of Finance can approve orders and place orders collectively, with support, as necessary, from the Temporary Clerk who will also be acting-RFO. Further resolved to suspend Financial Regulations 10.4 and 10.5 in order to enact the resolution. The associated risks were noted.

b) Making Payments

Resolved: Approved the following temporary procedure for making payments:

- i) Mayor, Deputy Mayor and Chair of Finance approve payments that are required in between Council meetings and check invoices with input from Temporary Clerk.
- ii) The Chair of Finance accesses the Town Council's Unity bank account using the Clerk's log in details and sets up for payment the necessary transactions
- iii) Payment is then processed and automatically sent to be authorised in Unity Bank by two members of the Finance Committee but not including the Chair of Finance (therefore either Cllr Allan, Halford or Pearson)
- iv) Payment is then transacted and reported to the next council meeting as per Financial Regulations 7.5

Further resolved to suspend Financial Regulations 4.1 and 5.3 in order to enact the resolution. The associated risks were noted. Further resolved that bank login details are reset upon the return of the council's clerk and that councillors are reminded not to share log in details.

c) Council Accounts – recommendation

Due to access to the councils accounting system Council is asked to suspend the following financial regulations until access is restored and the RFO is able to produce the quarters accounts.

- 4.8. The RFO shall regularly provide the Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget. The Council will be provided with a summary statement quarterly.
- Standing Orders 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO.

The risk associated with suspending these financial regulations is that the council will not review the accounts for errors in a timely manner.

d) Council Budget – recommendation

Council is asked to approve the initial draft of budget to be presented to Personnel Committee be drafted by the Chair of Finance and the Temporary Clerk/Acting-RFO.

The initial draft will then be brought to council on the 5th December 2022.

The final draft for Councils approval will be brought to council on the 16th January 2023.

Council is asked to temporarily suspend the following Financial Regulations:

- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance committee, and then the council.

The risk associated with suspending the above financial regulations is mitigated by the fact that the budget will only be brought for final approval on the 16th January 2023.

080(2022-23) Finance payments – for decision

Cllrs approved the following payments:

Reference	Description	Amount
	C&C Supplies GARS223108	£41.30
	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/10/2022	£2,867.33
	Jonny Leech Flowers for Operation London Bridge	£120

Payments previously approved that were agreed to now be transacted :

Reference	Description	Amount
	Alec Allan WIX repayment	£149.26
	HMRC PAYE for Quarter 2 (July – September)	£2,169.23
	Pilling Brass Band Will only be paid after Remembrance Sunday	£225

The meeting finished at 14:50