



Garstang Town Council

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Garstang Scout and Guide

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Full Council Meeting, 20th November 2023 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 20 November 2023, 7.30pm.

Present

Chairman; Councillor Pearson

Councillors present: Allan, Allard, Atkinson, Dyer, Halford, Pearson, Rogers and Webster.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins (part), PCSO Creighton (part) and 3 members of the public (part).

160(2023-24) Apologies for absence

Councillors Brooks and Perkins

Wyre Councillor Robert Atkins and County Councillor Turner

161(2023-24) Declaration of Interests and Dispensations

172(2023-24), Councillor Webster and Halford declared an 'other interest'. As members of the Garstang Christmas Lights Fundraising group.

175(2023-24), Councillor Allard declared an 'other interest'. As a member of the Armed Forces Breakfast Club of the Garstang Christmas Lights Fundraising group.

The Proper Officer approved the dispensation, as per standing orders 13 e) & hi), for Councillors Allard, Dyer and Halford, who live within the township of Garstang. This approval allows them to participate in precept discussions and decisions up to the next election in 2027.

162(2023-24) Public participation

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

Wyre Councillor Dulcie Atkins spoke about the progress of Garstang Sports Club funding bids, the issue of travellers in the vicinity of Garstang and anti-social behaviour in Booths.

The Town Council thanked Wyre Council for their increase of funds to the Town Council from £3,200 to £3,900. Would Wyre Council confirm that this increase would be permanent going forwards from 2023?

Councillor Atkinson asked if there was a copy of the meeting notes, from the Wyre Council walkabout on 26/9/2023, that could be circulated to the Town Council.

Councillor Dulcie Atkins said that she would follow up with Wyre Council Officers.

The meeting was reconvened.

163(2023-24) Announcements

Councillor Pearson announced:

- i. He had asked the Clerk to monitor the attendance record of Councillors.
- ii. That he had attended a student seminar at Manchester Metropolitan, which covered the topic of 'how local councils manage plastics and recycling'.
- iii. He had entered discussions about a 'man shed' in Garstang, with local community representatives. An agenda item would be forthcoming.

164(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 16 October 2023.

Resolved: The minutes of the meeting held on 16 October 2023 were confirmed and signed as a true record.

165(2023-24) Finance payments

Councillors approved the payments as detailed in the Appendix.

The Council agreed to move agenda item 10 forward and discuss next. The meeting was adjourned to allow members of the public to speak.

The Rangers gave further details about their grant application.

The meeting was reconvened.

166(2023-24) Town Council Grant applications

The Town Council considered the 2 applications for Grant monies; Garstang Theatre Group £500 and 2 members of 1st Garstang Rangers £500. The RFO reported that the grant budget (£1,500) had been spent for this year. Another EMR that could possibly be used for payment, was the EMR community engagement reserve of £1,000 which had a committed spend of £300. Therefore there was £700.00 which could be utilised.

The Council discussed the applications at length. They were aware that in readiness for the new financial year, the grant application process was to be reviewed.

Resolved: The Council approved 2 donations of £250.00 each, to Garstang Theatre Group and the 2 members of 1st Garstang Rangers from the EMR community engagement budget. This payment would not preclude the 2 organisations from applying for further grant monies from the Town Council from 1 April 2024.

167(2023-24) Precept/Budget 2024/2025, Councillor Atkinson and RFO (this agenda item was discussed for 39 minutes)

The Chair of the Finance Committee introduced the item. The Finance Committee had met on 31 October 2023 to discuss the budget for 2024/2025.

Councillors were asked to consider the draft minutes of the meeting, consider and respond to the points raised by the Finance Committee and make recommendations for the Finance Committee meeting on Tuesday 9 January 2024. The final precept figure will be reviewed at the Full Council meeting on 15 January 2024.

The RFO had circulated the following reports:

- Forecast report 2023/24 V0.2
- Draft budget 2024/25 V0.2
- Budget notes
- Current EMR balances

Councillor Atkinson reported that there was a recommendation from the Finance Committee that, in order to accommodate the Town Council projects, [(minute reference, 148(2023-24) Precept/Budget 2024/2025, 16 October 2023], the precept for 2024/2025 would need to be increased by circa £53,000 which, based on last year's tax base, would be a 47% increase per resident. The EMR's had been reviewed.

The highlights of the proposed budget were

- receipts for bank interest,
- new line for staff absence was suggested,
- Garstang Waves project had been included as a balanced receipt and payments transaction.
- Increase in grants budget
- Increase in Christmas Lights of £4,000
- Increase Kepple Lane Park by £4,000
- Increased Community Engagement fund by £2,000
- Moss Lane Park, £5,000 put aside for drainage (it was proposed that £5,000 from the heritage banners, which had not been delivered) would be allocated to Moss Lane Park.
- Increase of £3,000 for the allotments.
- £5,000 for a community hall
- £7,000 for Cherestanc Square.
- At today's date the tax base figure from Wyre Council is unknown (usually hear in the 2nd/3rd week of December).

He reported that the Finance Committee were keen to have a plan in place to deliver the projects. Historically not all ear marked projects had been delivered, even though the Council had increased the precept.

The Clerk reported that she had received an email from a resident who was unable to attend the meeting, who was concerned about the proposed increase to the precept and budget. Councillors acknowledged the email.

There was a lengthy discussion whereby Councillors discussed projects, talked about a plan and consultation with residents and other neighbouring parish council's precept figures.

Resolved: The Council approved the V0.2 circulated budget figures. The Council **further resolved** to approve the recommendations of the Finance Committee as detailed in the Appendix.

The meeting was adjourned to allow PCSO Creighton to speak.

She reported that the police had:

- i) Dealt with nuisance behaviour in Garstang. The local police were having weekly meetings at Garstang Academy, which is helping the police to be more active
- ii) Beggars outside Booths
- iii) Issue with travellers. The PCSO referred to the recent meeting at the Golf Club. Arrests had been made on Sunday, 19/11/2023. She reported that Inspector Whyatt was keen to stress that the police would continue to deal with these issues in the most robust manner possible.

The meeting was reconvened:

168(2023-24) Amenities

A) Committee Scope

The Council noted that at June 2023 council meeting Councillor Atkinson had raised an Agenda Item, relating to Amenities Management which was subsequently withdrawn due to limited meeting time being left to have a thorough discussion on the topics

The Finance and Amenities Committee, on 31 October 2023, was asked if the agenda item should be referred back to Full Council with any appropriate comments.

Resolved: The Finance and Amenities Committee agreed that the item should be referred to Full Council. The Committee further resolved that the Committee did not believe that the Council staff resources or Councillors, currently do not have the capacity to proactively manage Council's amenities.

B) Current Amenities Issues

Resolved: The Committee agreed that the list be referred to Full Council along with Item A,
The full list is detailed in the Appendix

Councillor Atkinson, Chair of Finance reported that there was much work to do.

Councillors discussed different options. Could a 'Friends of' different assets/projects option be investigation? The role and responsibility of Councillors and employees was discussed. Could the Finance & Amenities Committee be separated? The Council are possibly taking on too many projects than it can manage.

Resolved: That the Mayor, along with the Chairs of Finance & Amenities and Personnel Committees ,meet with the Executive Officer at LALC to discuss options of overcoming the problems detailed in the scope of the Committee and the list of Amenity issues.

169(2023-24) Finance Committee recommendations, Councillor Atkinson

Reserves policy

Minute ref:024(2023-24) Finance Committee

Resolved: The Council approved the Finance Committee recommendations that:

- a) The Committee accepted the RFO's advice and asked the RFO to update the Elections Reserve section, along with the reference to the JPAG Governance & Accountability Practitioners' Guide 2021 with JPAG, March 2023.
- b) It was noted that the Council does not hold an Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance. The Committee amended the policy to recommend that any excess claims be met by Reserves (code 52) or Legal & Consultancy contingency (code 51)

Review of Income Streams as per financial regulations

Minute ref:022(2023-24) Finance Committee

- a) Allotments rent

Resolved: Full Council accepted the Finance Committee's recommendations and noted that the allotments working party would be meeting with the current tenants and that, as part of the working party's review, recommendations would be brought forward, for Full Council approval.

- b) Scout Hut rent Currently the rent is £60 (approved Full Council 106 (2019-20). The tenancy agreement states that the rent is to be reviewed every 5 year period. Next review May 2025.

Resolved: Full Council accepted the Finance Committee's recommendations and that there are no changes and that the rent be reviewed in May 2025, as per the tenancy agreement.

170(2023-24) Cherestanc Square - proposed heads of terms for freehold transfer - subject to contract & Wyre Council approvals

Councillor Webster reported that Wyre Council are prepared to consider a transfer of their freehold interest in Cherestanc Square to Garstang Town Council.

Copies of the requested documentation had been circulated on Teams.

- i. the boundary of the asset
- ii. the asset covenant
- iii. a copy the Wyre application forms for applicants to 'use/hold events' on Cherestanc Square

Wyre Council would like the Town Council to confirm that the circulated terms are agreeable to Garstang Town Council, subject of course to the necessary approvals on both sides and any relevant Public Notices.

The email received from the resident (tabled earlier at minute ref 167(2023-24), was discussed when Councillors made their decision.

Resolved:

The Council considered the terms and replied as follows:

- a) The Council agreed in principal to the transfer of Wyre freehold Title to Garstang Town Council (GTC) for a consideration of £1.00
- b) That once transferred GTC would be responsible for all ongoing repairs and maintenance, insurances and improvements to the Square.

Resolved: The Council agreed that once Wyre Council had brought the Square up to standard before being transferred to the Town Council. i.e. clean the Square/replace dead trees/ make sure the Square is safe and there are no trip hazards (it needs to be in a saleable condition), the Town Council, in turn, would be responsible for all ongoing repairs and maintenance, insurances and improvements to the Square.

- c) That GTC provide Wyre with a programme of investment for the next 2 year period.

Resolved: The Town Council would like to have a copy of Wyre Council's investment for the past 10 years. The Town Council want to bring the Square to an improved standard (as above) and feels that the Square has been neglected and there has been a lack of investment in the Square to date.

- d) That GTC allow Wyre to hold certain events on the Square by agreement – these can be scheduled on the transfer documents.

Resolved: The Council would like to see a list of the events that Wyre Council would wish to hold.

- e) That GTC enter into an ongoing management agreement (or some similar agreement), with Booths Supermarkets to ensure that the restrictive covenant contained within the Title to be transferred is fully adhered to.

Resolved: The Town Council requested copies of correspondence between the legal department and Neil Turvey, Estates about the covenant currently in place, to enable the Town Council to ascertain a greater understanding of the covenant.

171(2023-24) Greater Garstang Partnership Board, Councillor Pearson

The following reference documents had been circulated to Councillors:

Minutes of the meeting held on 14/11/2023

The **confidential** Garstang Public Realm Improvements document.

The Council noted the above documents.

172(2023-24) Garstang Christmas Lights, Councillors Atkinson and Webster

Councillor Atkinson reported that the poles and guidewires have been installed ready for the installation of the lights ahead of the Switch On event on the 27th November 2023.

i) Update on Contracting

Background - The resolution passed by the Town Council stated - The Council further resolved that this acceptance is subject to formal agreement to be drawn up, which is delegated to the Clerk in consultation with the Working Group. A draft agreement was provided by the contractor, Lite Ltd, and this has subsequently been reviewed and an amended version returned to them for review. The current draft had been circulated to Councillors.

Resolved: Council endorsed the current draft of the agreement, and delegated authority to the Clerk in consultation with the Mayor and the working group to agree the agreement with the Contractor (with the additional typo amendment highlighted by Councillor Allen).

ii) Payment

The first payment for the Christmas Lights, had been circulated, 2023 Festive Light Deposit Payment £7,076.40 net, £1,415.28 VAT

Resolved: The Town Council approved the payment of £8,491.68 [1 of 3 payments (40% of total cost)] from the Christmas Lights budget and Reserves (EMR) to the Clerk in consultation with the Mayor and the Working Group.

iii) Update on Funding from Wyre Council

Council noted that Wyre Council had increased their grant monies to £3,900 from £3,200.

173(2023-24) Wyre Council Consultation Notification - Public Space Protection Order - Alcohol Related Anti-Social Behaviour

The Council were asked to consider the circulated letter inviting comments in respects to the council's review of its existing Public Space Protection Order in relation to alcohol related anti-social behaviour.

Resolved: The Council noted the correspondence and replied with no changes to the circulated letter.

174(2023-24) Garstang Classic Car Pageant event, member of the public

Background: minute reference 308(2020-21)

The Clerk reported that the same resident has been in contact with the Clerk and asked if the Town Council if there was any appetite to do this event next year? 'I do think it could be good for the High Street. It would involve closing it say one Sunday.

Resolved: The Town Council chose not to run such an event, but wished the correspondent well in pursuing the project.

175(2023-24) Armed Forces Covenant, Councillor Pearson

Will the council support an application to join and sign the Armed Forces Covenant.

Resolved: The Town Council agreed to sign the Armed Forces Covenant.

Councillor Webster left the meeting.

176(2023-24) Walk-in Health Centre in the Garstang area, Councillor Pearson

The Council was asked if it would support an investigation into the establishment of a Walk-in Health Centre in the Garstang area.

Resolved: The Council agreed to signpost the request, for the establishment of a Walk-in Health Centre in the Garstang area, to the appropriate body.

177(2023-24) Allotments Working Party, Councillor Pearson

As Chair of the Allotment working party, I am seeking permission from Full Council to progress the next stage of the review. The review will include a new plan for the allotments based on current measurements and make a future plan for the site, a plan to arrange a meeting with the tenants and to consider the clearance and preparation of the site.

Resolved: The Town Council approved the next stage of the working party's review: namely a new plan for the allotments based on current measurements and make a future plan for the site, a plan to arrange a meeting with the tenants and to consider the clearance and preparation of the site.

178(2023-24) Town Council awards, Councillor Pearson

Resolved: The Council approved an Awards Panel for the forthcoming year's awards comprising of the Mayor Councillors Allard, Allen, Dyer and Halford and 1 member of the public. The Council **further resolved** approval for the printing of the paper nomination forms, posters, the engraving of the Shields and the production of Keepsake Trophies and any sundries to be met from EMR Annual Town Meeting and Awards and delegated to the Clerk.

179(2023-24) Wyre Council annual resident newsletter – request for articles.

Resolved: The Council delegated the response to Wyre Council, to the Clerk after consulting all Councillors for their ideas.

180(2023-24) Personnel Report, rates of pay

The Council noted the NALC -E01-23 | 2023/24 Local Government Services Pay Agreement. The new pay rates had been circulated. For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%. The Clerk reported that the pay award had been implemented in November's payroll.

181(2023-24) Items for Next Council monthly 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 **11 December 2023** by notifying the Clerk by **3 December 2023**. 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: 9.54pm

For Information Only

182(2023-24) Clerk's Report

The Clerk attended an online training course titled:
Employment: The Basics (30th October 2023).

183(2023-24) Councillor Report

Councillors Allard and Rogers attended LALC training Whistlestop New
Councillor & Clerk on 26/09/2023.

Councillor Rogers

I attended the Parish and Town Council Conference on 4 November 2023.

A copy of the presentations from the Conference, have been circulated.

A copy of the Police presentation will be forwarded shortly.

Cllr Williamson's presentation isn't included as some of the information
presented is subject to change and therefore is not yet ready for general
publication.

184(2023-24) Outside body representatives

None received

185(2023-24) Mayor's engagements

[The Mayor's blog, 14 November 2023](#)

Appendix

1) Item 6: Finance payments

| Voucher No | Date | Net | VAT | Total | Cashed Date | Invoice Date | Description | Supplier | Bank |
|------------|------------|-----------|-----------|-----------|-------------|--------------|---|--|------------------------|
| 145 | 15.11.2023 | £70.00 | £14.00 | £84.00 | | 15.11.2023 | Christmas Lights administration | Barrie Stoddard Operations Engineer (Lancashire County Council (Street Lighting) Highways and Transport) | Unity Trust Bank |
| 144 | 15.11.2023 | £30.00 | £0.00 | £30.00 | | 14.11.2023 | Wreath Remembrance Sunday | Royal British Legion | Unity Trust Bank |
| 143 | 15.11.2023 | £20.00 | £0.00 | £20.00 | | 13.11.2023 | Cllr Pearson reimbursement | Cllr Pearson | Unity Trust Bank |
| 142 | 15.11.2023 | £105.00 | £21.00 | £126.00 | | 14.11.2023 | English Oak Tree | Maple Farm Nursery | Unity Trust Bank |
| 141 | 15.11.2023 | £70.00 | £14.00 | £84.00 | | 07.11.2023 | Christmas Lights signage | Colin Cross Printers | Unity Trust Bank |
| 140 | 15.11.2023 | £70.00 | £14.00 | £84.00 | | 01.11.2023 | Remembrance Sunday signage | Colin Cross Printers | Unity Trust Bank |
| 139 | 15.11.2023 | £225.00 | £0.00 | £225.00 | | 14.11.2023 | Band for Remembrance Sunday | Pilling Jubilee Silver Band | Unity Trust Bank |
| 138 | 15.11.2023 | £50.00 | £0.00 | £50.00 | | | First Aid Cover Remembrance Sunday | Event Management and Training Ltd | Unity Trust Bank |
| 137 | 15.11.2023 | £125.00 | £0.00 | £125.00 | | 13.11.2023 | Remembrance Sunday Refreshments | Garstang and District Arts Centre | Unity Trust Bank |
| 136 | 20.11.2023 | £197.99 | £39.61 | £237.60 | | 31.08.2023 | Fuel & Sundries | Houghtons | Unity Trust Bank |
| 135 | 20.11.2023 | £70.00 | £0.00 | £70.00 | | 31.10.2023 | Training | LALC (Lancashire Association of Local Councils) | Unity Trust Bank |
| 134 | 20.11.2023 | £6,508.00 | £1,301.60 | £7,809.60 | | 13.10.2023 | Playground inspections and general maintenance | Wyre Council | Unity Trust Bank |
| 133 | 20.11.2023 | £75.00 | £0.00 | £75.00 | | 05.10.2023 | Talking cafe room hire | Garstang Arts Centre | Unity Trust Bank |
| 132 | 20.11.2023 | £0.00 | £0.00 | £0.00 | | 10.10.2023 | Training | SLCC Enterprises Ltd | Unity Trust Bank |
| 131 | 20.11.2023 | £54.25 | £0.00 | £54.25 | | 14.11.2023 | room hire | LCC (Lancashire County Council) | Unity Trust Bank |
| 130 | 20.11.2023 | £171.00 | £34.20 | £205.20 | | 05.10.2023 | Preparation of payroll | Towers+Gornall | Unity Trust Bank |
| 129 | 20.11.2023 | £58.80 | £11.76 | £70.56 | | 27.10.2023 | Subscription charges | Microsoft (Microsoft) | Lloyds Bank |
| 128 | 20.11.2023 | £1,140.44 | £0.00 | £1,140.44 | | | Pension | LCC (Lancashire County Council) | Royal Bank of Scotland |
| 127 | 20.11.2023 | £11.43 | £2.29 | £13.72 | | 07.11.2023 | Mobile phone | Vodafone (Vodafone) | Unity Trust Bank |
| 126 | 20.11.2023 | £79.31 | £2.67 | £81.98 | | 10.11.2023 | Materials | C&C Supplies (C&C Supplies Collinson Ltd) | Unity Trust Bank |
| | | | | | | | To be paid electronically on 26/11/2023, 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 | | |
| 125 & 124 | 20.11.2023 | £4,399.21 | | | | | Clerk & Lengthsman salary | | Unity Trust Bank |

Payments approved, without a resolution
Councillor Dyer, Chair Personnel Committee - New laptop for the Clerk [ASUS VivoBook £399.98](#)

2) Recommendations from Finance Committee meeting. 31 October 2023

Resolved: The Committee members reviewed the budget for 2024/2025 and recommended the following:

| Receipts | Discussion and action | Recommendations to Full Council |
|--|--|---|
| Code 4 | What was £17.50? Refund of bank charges RBS. Remove 2024/25 budget figure of 524.96 code 4 Rename code 4 Other receipts. £17.50 should be allocated to Code 22 receipt | None |
| Code 60 | £420 Councillor Leech's charity monies | Proposal move into Moss Lane EMR |
| Code 5 | increase budget receipt figure to 750 | |
| Staff costs | Put in a 5% uplift/increase. Clerk reported Pay awards are imminent | |
| Payments | | |
| Code 12 & 13 | | Amalgamate both codes into one code |
| Code 16 Insurance | Allowed for additional insurance for G&RD chain. Increase to £1775 | |
| Code 23 H& S | Move into an EMR if not spent | 1/4/24 any underspend move into an EMR if not spent |
| Code 24 Audit | Further to earlier internal audit resolution include an extra £50 £793.80 + £50 | |
| Mayoralty Cost centre | | |
| Code 28 | Discuss Full Council future of G&RD chain | Discuss Full Council future of G&RD chain |
| Amenities | | |
| Code 30 | High Actual cost due to external grass cutting staff cover payment | |
| New EMR for Staff contingency under Administration | Add code for overtime and reserve for unplanned absence/leave and | For discussion |

| | | |
|--|---|---|
| | additional supplier required | |
| Codes 31 & 32 | If don't spend monies by end 2024 transfer any surplus monies into one EMR titled Lengthsman Assets | For discussion |
| Code 38 | Any underspend by end 2024 transfer to a new EMR | Any underspend by end 2024 transfer to a new EMR |
| Code 40 & 42 | Merge codes together for 2024/25 | |
| Community Internal | | |
| 45 Remembrance Sunday | Any underspend by end 2024 transfer to a new EMR | Any underspend by end 2024 transfer to a new EMR |
| Code 61 Garstang Waves | Nil impact to budget | |
| Code 47 | | Review grant policy, possible amendment to submit applications by certain date. |
| Code 49 Christmas Lights | Wyre confirmed increase of £700. Clerk to check if this will be reoccurring additional monies for future years. | |
| Ear Marked reserves | | |
| Code 35 Kepple Lane playing field | £8,000; £4k to save, £4k to spend | |
| Code 36 Moss Lane playing field | Reduce from £6,000 to £4,000 | |
| Code 62 Drainage | Reduce from £10,000 to £5,000 | |
| Code 63 Allotments | Reduce from £7,000 to £3,000 | |
| Code 64 Community Hall | Reduce from £10,000 to £5,000 | |
| Code 58 Heritage banners | Transfer £5,000 into Moss Lane Park Drainage | Recommend to Full Council transfer £5,000 into Moss Lane Park Drainage |
| Code 59 GGPB | £4,375.61 | Full Council is this figure required? |
| Totality October's meeting asked for an extra £48,000 Increase 47% on last year's tax base | | |

3. Item 9 Amenities

A. Committee Scope June 2023 agenda item

The workload associated with the management of the Council's amenities is significant and the amenities form a central pillar of the council's investment in the community. Despite efforts to bring this into the Finance Committee (through the formation of the Finance and Amenities Committee) there is still not enough focus on of Councillors time in this area, and more work is required. Last year Councillor Brooks proposed that a separate group organisation should be formed, and in the discussion, it was noted that with the Council only just taking on Kepple Lane Park it was too early to tell, the proposal was then withdrawn. Councillor Atkinson is raising this now that a new Council has been formed as to whether there is a new way forward required, any new ideas or drivers in the council to take the management of the Amenities forward productively. No proposal is suggested through the hope of a discussion through which the Council can decide how it wishes to proceed

C) Current Amenities Issues

As part of a continued effort to highlight potential or current issues with the Council Amenities Councillor Atkinson has developed the list detailed below, a number of these are already on the radar of the committee but included for consistency

Multiple Assets/Other

- Grass cutting contract not formalised with Wyre Council
- Title deeds do not show up on land registry website (likely due to the age of the deed transfers)
- Drumbeat of Tree Surveys (KLP and MLP recently surveyed but regularity required, and Pat Seed Garden and War Memorial never surveyed in recent history)
- Ongoing review of Allotments underway
- Council storage facilities
- potential acquisition of Cherestanc Square

Scout Hut

- Tenancy Agreement requires alteration due to incorrect boundary being detailed

Kepple Lane Park

- Trim Trail Gym Instruction Sign Damaged
- Musical Panel broken in the Toddlers Play Area
- Matting required to be replaced on the Spinning Arm, Large Rope swing and potentially the zip wire
- Goal mouth on Kepple Lane Park (also raised by Councillor Rogers)
- Boundary with Elite Motors require attention
- Long term annual maintenance contract not tendered
- Dip space requires 'a plan' (plan made and shared with Committee but not implemented)
- Storage units require painting due to ASB
- Removal of old plastic planters (transferred to the Town Council)

- rolling replacement of play equipment

Moss Lane Park

- Poor field drainage
- Tree issue with neighbouring resident
- Agreement for Junior Football Club to utilise the field not yet formalised
- Concern raised informally by Tree Surveyor around boundary wall and dead trees in neighbouring property
- Continued lack of drainage within the trampoline
- Damage to fence around play area caused by strimming of grass
- Gates at Police Station and Church Street entrance as a minimum require re-painting
- Plan for ex-Councillor Leech's Mayoral Funds which have been transferred to the Council
- rolling replacement of play equipment

War Memorial

- Requires areas of re-pointing and inspection
- No disabled access
- Tree surveys

Pat Seed Garden

- Long term plan for repaving
- Tree surveys

The Committee were asked to review the list and consider the most appropriate next steps.

Resolved: The Committee agreed that the list be referred to Full Council along with Item A, with the following additions.

- a) under Multiple Assets/Other add the potential acquisition of Cherestanc Square
- b) Add under both parks, the rolling replacement of play equipment