



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 15th January 2024 Agenda

Councillors and members of the press & public

You are summoned to attend the meeting of the Council to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,
Windsor Road, Garstang, PR3 1EX
on Monday, 15 January 2024 at 7.30pm.

Members of the public and press are invited to attend the meeting

Please contact the Clerk by 13.00, Monday, 15 January 2024, to express your interest in attending the meeting.

Recording of Public Council Meetings

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

E Parry

Town Clerk

10th January 2024

Agenda

- 1) **Apologies for absence**
To receive apologies for absence.
 - 2) **Declaration of Interests and Dispensations**
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
 - 3) **Public participation**
The Mayor will ask Councillors to agree to adjourn the meeting to allow non-Councillors to speak and will ask Councillors to agree to reconvene the meeting on the conclusion of the public participation.
The Clerk is reminding Councillors of standing orders applying to public question time:
 - 3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - 3h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
 - 3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
 - 4) **Announcements – for information**
 - 5) **Minutes of the last meeting – for decision**
Councillors are asked to approve, as a correct record, the minutes of the meeting held on 11 December 2023 (circulated on Teams).
- 20 November 2023 minutes – for noting**
It has been brought to the Clerk/RFO's attention that there was a typo error in November's minutes, in the main text relating to the budget and precept; minute 167(2023-24). The typo difference is immaterial to decision of the Council as the Clerk/RFO was minuting a Councillor's report. The Clerk has sought advice and has been advised that the typo is acknowledged and minuted at this meeting and a note be added to November's minutes.
- 6) **Finance payments – for decision**
Councillors are asked to approve the payments detailed in the Appendix.
 - 7) **Precept/Budget 2024/2025, Councillor Atkinson and RFO – for decision**
As part of this agenda item, the following proposal has been submitted by Councillor Webster. The background to the proposal is detailed in the Appendix.

Cherestanc Square - for decision

I am recommending the budget associated with Cherestanc Square (£7,000) for the next financial year be removed, as there is no guarantee that the Council

will deliver the project in 2024/25. If the Council did acquire Cherestanc Square in 2024/25, maintenance would have to wait until the next financial year (2025/26), unless external funding is obtained.

Full Council are asked to approve consider and resolve the recommendations from the Finance Committee meeting held on 9 January 2024. The Full report is detailed in the Appendix.

The recommendations from the Finance Committee are as follows:

- a) That Full Council approve the Draft V0.4 Budget 2024/25 (as circulated).
- b) That Full Council approve a precept for 2024/25 of £139,325. This is a Band D equivalent of £71.26 (an increase of £10.63 [equates to 17.53%] in comparison to last year's Band D equivalent), summarised in the table below:

	2023/24	2024/25
Precept	£114,188	£139,325
Tax base	1,883.41	1,955.04
Band D Equivalent	£60.63	£71.26
Change on Previous Year	£7.84	£10.63 (an extra 20 pence/week)
% Change on Previous Year	14.85%	17.53%

- c) That EMR Greater Garstang Partnership Board (GGPB) that currently has £4,375.61 in reserves is split and that a new EMR is created titled New Community Investment.
That the EMR GGPB is reduced to £375.61 and £4,000 be transferred into the new EMR New Community Investment.
- d) That the 2024/25 precept and budget be communicated to the public by the following means; the Town Council website and Facebook platforms, the library notice board and the Focus magazine.
- e) That the RFO seeks advice from Scribe (Accounts software) about undertaking a 3-year budget, as per Financial Regulations 3.1

8) Three Town Council vacancies, Clerk – for decision

Background, minute reference: 197(2023-24), 11 December 2023

Vacancy for Garstang Town Councillors

No applications were received, hence the scheduled extraordinary meeting was cancelled on 29/11/2023

The Clerk will include a timescale on January's 2024 agenda

There are 2 updates to report since 11/12/2023.

- a) The Clerk has received 2 completed application forms for the casual vacancies.

- b) The Mayor has received Councillor Dyer's resignation; the Clerk has informed the Electoral Services & Information Governance Manager at Wyre Council to start the process of filling the casual vacancy.

The Clerk is advising there are 2 options available for the Council to consider.

- a) Hold an Extraordinary council, early February (suggesting 5th or 7th February 2024), to consider the 2 applications lodged with the Town Council and hold a 2nd extraordinary meeting to fill the outstanding vacancies (if applications are received).

This advice adheres to the Council's approved policy [Procedure for a Casual Vacancy for a Town Councillor](#) (last paragraph)

- b) Pending on the outcome of advertising the 3rd casual vacancy, if an election is not called, advertise the 3 vacancies and hold an extraordinary meeting in March 2024. The 2 submitted applications on file would be considered at this time. The timeline of advertising the vacancies to be delegated to the Clerk.

How does the Town Council wish to proceed?

9) **Action Plan, Councillor Pearson – for decision**

The Council are asked to review the circulated document, determine the priority of projects and approve the Action plan.

10) **Lancashire County Council - Bus Service Improvements Plans – for decision**

As part of its Bus Service Improvements Plans, the County Council has developed proposals at several locations in Garstang which are intended to improve bus services within the area.

The County Council are seeking any Town Council comments. The response date is 16/1/2024.

11) **Town Council Surgeries, Clerk – for decision**

Background minute 078(2023-24), 17 July 2023

It was agreed that the 2 dates of 9th March 2024 and 11th May 2024 be brought back to September's meeting, to decide which Councillors would attend. Wyre and County Councillors are also welcome to attend.

Which Councillors will attend the 2 surgeries on 9th March 2024 and 11th May 2024?

12) **Greater Garstang Partnership Board, Councillor Pearson – for discussion**

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.

Reference documents:

The last meeting was held on 9/1/2024.

Three updates are reported in the Appendix relating to Wyre Council CCTV, Garstang, Sports and Social Club development and Garstang Waves.

- 13) **Legend Fires North West Stages 2024, Councillor Allan – for decision**
Proposal: To seek authority to host the event on Friday 22nd March 2024 and the Finish on Saturday 23rd March 2024 and to promote and support the event with suitable entertainment and facilities with delegation for all payments to the Clerk, in line with financial regs 4.1. The costs incurred by Town Council to come from budget code 48 which provides for £1,000.
- 14) **Application to use Moss Lane Playing Field, Garstang Scarecrow Festival – for decision**
Garstang Scarecrow Festival is seeking permission to use Moss Lane Playing Field 5 to 7 July 2024. The completed Moss Lane Playing Field application form has been circulated on Teams.
- 15) **Kepple Lane Park Annual Maintenance 2024, Councillor Atkinson – for decision**
The Finance Committee, who met on 9/1/2024, recommends to Full Council that the above maintenance requirement is delegated to the RFO in consultation with the Chair of Finance and the Mayor.

Any suspension of financial regulations, if required, will be retrospectively reported to February's Town Council meeting.
- 16) **Increase limit of payment card from £500 to £1,000, Councillor Atkinson – for decision**
To increase the payment limit to from £500 to £1,000 on the payment card and amend Financial regulations to amend any text detailing 'pre-paid debit card' to 'payment card'.

Financial regs 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 17) **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 February 2024** by notifying the Clerk by **19 February 2024**. 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.

For Information Only

18) **Clerk's Report**
a) Local Councils Awards Scheme - Registration / Accreditation Fee Invoice

The next steps are:

1. Check the criteria and application information in [the Local Council Award Scheme guide](#)
2. Put the criteria in place for your chosen award level – the application form might help manage this process. There is no deadline for this, if you would like advice or guidance, please contact your County Association or Lisa Etchell or Beverley Brown at NALC, if your County Association has opted out of the accreditation process.
3. Confirm the required criteria are in place by resolution at a full council meeting
4. Once the above actions have taken place, please notify your local accreditation panel co-ordinator or the National Panel (Applications for National Panel should be sent to lcas@nalc.gov.uk) who is copied into this email and send them your completed application form. NB it is important to provide links to the relevant pages on your website and any further electronic documents required for the award.
- 5 Applications for the national panel will undergo a triage process before the assessment stage. This involves a light touch look at your application; to see where the application can be improved before it is assessed by the panel. Our colleagues, Judith Mashiter, Debra Platt and Deborah White will be in touch regarding this process.

Following the initial triage, you will receive a triage feedback form and will be provided an opportunity to amend the application.

Your application will then progress to the assessment stage. Once the feedback from panel members is received, this will be collated into a summary report. The report along with the results will be communicated to you by email.

If you submitted your application to the national panel, you will be notified when your application reaches each stage in the process. Usually, you will be notified of the result of your application within 3-4 months of submitting your application.'

Registration Fee invoice should be paid within the 30 day of invoice date and will not be refundable after that date.

Please note that if your application is being access by the National Panel, there will be a final invoice sent for that process, invoice will depend on the size of your council.

b) Provision of Walk-in Health Centre in the Garstang area, Primary and Integrated Neighbourhood Care Team.

Background minute, Full Council, 20 November 2023, 176(2023-24)
Thank you for your email . The current location of health premises is based on historic commissioning decisions made by legacy NHS organisations and we recognise there are differences across the Integrated Care Board (ICB) with regards the services available and the distances patients have to travel. We currently have no specific plans for a walk in centre in Garstang area, however the ICB will be undertaking a piece of work reviewing our integrated urgent care provision in the New Year.

19) Councillor Report

None

20) Outside body representatives

None received

21) Mayor's engagements

December

4th and 5th - Victorian evenings [attended in fancy dress]

8th St Thomas's Church Christmas Tree Festival

14th WRVS Christmas Lunch [with Clerk and Lengthsman]

16th Garstang Theatre Group Pantomime

19th Meeting with concerned Resident [with Clerk and Councillor Allen]

20th Memory Cafe Christmas Party

20th Creative Calm [viewed work done with TC Grant]

29th Starting the Childrens Festival Tractor Run

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	Payment Ref	Minute Ref
196	15.01.2024	£229.00	£0.00	£229.00		10.01.2024	Annual membership	SLCC (Society Local Council Clerks)	Unity Trust Bank		
195	10.01.2024	£75.20	£0.00	£75.20		05.12.2023	Printing	Preston City Council	Unity Trust Bank		
194	15.01.2024	£217.50	£0.00	£217.50		05.12.2023	Remembrance Sunday printing	Preston City Council	Unity Trust Bank		
193	15.01.2024	£25.00	£0.00	£25.00		30.11.2023	Talking cafe room hire	Garstang Arts Centre	Unity Trust Bank		
192	15.01.2024	£50.00	£10.00	£60.00		04.01.2024	Registration Fee	NALC	Unity Trust Bank		
191	15.01.2024	£9.91	£0.00	£9.91			Mobile wi-fi	3 Three	Unity Trust Bank		
190	15.01.2024	£58.80	£11.76	£70.56			Subscription charges	Microsoft (Microsoft)	Lloyds Bank		
189	15.01.2024	£1,216.84	£0.00	£1,216.84			Pension	LCC (Lancashire County Council)	Royal Bank of Scotland		
188	15.01.2024	£11.43	£2.29	£13.72		29.12.2023	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank		
							"To be paid electronically on 26/01/2024, 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 "				
187 & 186	15.01.2024	£3,256.33	£ -	£3,256.33				Clerk and Lengthsman salaries	Unity Trust Bank		

2) **Item 7: Precept/Budget 2024/2025, Councillor Atkinson and RFO**

Cherestanc Square background – Councillor Webster

Garstang Town Council has been considering the transfer of ownership of Cherestanc Square from Wyre Borough Council to Garstang Town Council over the past few months.

- i) The discussions with Wyre Borough Council after requesting for the square to be power washed and the dead trees to be replaced have led to clarification of who owns the square and the covenant with Booths.
- ii) We have established that there hasn't been a maintenance budget since it was built and we have also established Wyre Council & Greater Garstang Partnership Board have long term plans to upgrade the square.
- iii) After careful consideration of the financial implications i.e., legal costs, maintenance costs etc along with manpower/staffing implications, I am recommending to full council that we should take on a more supportive role in the management of Cherestanc Square and not further pursue the acquisition of the square. I am also recommending Garstang Town Council should liaise with, continue to be a consultee and request such maintenance from Wyre Borough Council & GGPB.

Background Information

Background: minute reference 167(2023-24), 20 November 2023

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 shortfall precept figure amounted to £151,207 (Receipts 42,306.54, Payments 193,513.10)

The Committee, on 9/01/2024, considered the V0.3 budget alongside the 2024/25 Tax base, feedback from a meeting with a local resident, the resignation of the Lengthsman (to take effect from 1/03/2024) and updated information received from project leaders.

The budget was discussed and the following recommendations were made.

Consideration	Reduce/Increase	New budget figure
Proposed precept from Full Council 20/11/2023	151,206.56	
Code 63 Allotments	-2,000.00	1,000.00
Code 45 Remembrance Sunday	-607.68	750.00
Code 66 Cherestanc Square	-7,000.00	0.00
Code 64 Community Hall	-4,500.00	500.00
	-14,107.68	
Code 21 Training	225.92	500.00
Code 32 Lengthsman Assets	1,000.00	1,551.28
New code 68 Staff contingency	1,000.00	1,000.00
	2,225.92	

Proposed recommendation from Finance Committee 9/1/2024	-11,881.76
Proposed precept from Finance Committee 9/1/2024	139,324.80

3) **Item 10: Lancashire County Council - Bus Service Improvements Plans – for decision**

Below is a brief summary of the proposals at each location;

- High Street, Garstang – Relocation of existing bus stop with bus shelter, providing raised boarding areas and bus stop clearways as per the standards.
- High Street, Garstang – Formalising existing No Waiting At Any Time.
- Bridge Street, Garstang – Formalising existing bus stop clearway & limited waiting parking bay.
- Park Hill Road, Garstang – Extension of existing bus stop clearway.
- Windsor Road, Garstang - Extension of existing bus stop clearway.

Please note that where we are formalising existing road markings, we do not intend to propose new markings. However, it is to eliminate discrepancies between Traffic Regulation Orders and what is on the ground which would allow for correct enforcement.

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

4) **Item 12: Greater Garstang Board updates**

a) Upgrade of Wyre's town centre CCTV network:

For information, circulated on 04/01/2024

Cabinet approval for the upgrade to CCTV network was granted June 2023, the cabinet decision, report and appendix can be viewed here. The upgrade is programmed for financial years 2023/24 and 2024/25 and appointment of a contractor to supply and install the system is likely to be confirmed shortly. Local areas interested in additional CCTV camera are encouraged to explore funding opportunities such as through the Police and Crime Commission which would be supported by the council.

b) Garstang Sports & Social Club development.

UKSPF Programme Board (Wyre Council) have agreed to award £15,000 this financial year towards the feasibility study, which would include the assessments and costs and may include a project manager. To confirm this, an updated project plan is required. A decision on the remaining considered allocation, (£265k) has not been finalised at this time; it will be dependent on the Club raising the funds due as match.

General Update, Oliver Atkinson:

- Since we [Project reps & Sara Ordonez] last spoke the project has picked up significant momentum both internally and with the public.
- Before Christmas a launch took place with club members and since then we have seen strong support in terms of money and time going into the project.
- A public launch is due to be schedule in the next few weeks which will further build on this. I will make sure GGPB Members, Councillors and Wyre are invited to attend.
- Crowdfunding with Sports England is already underway and we have seen strong public support, we have also received a number of sizeable

business donations, and we have pulled together an investor pack I will share with you which is being used to approach the key players and local businesses.

- The revised planning application has been submitted with the various changes required, this has been reviewed against Sports England's regulations to ensure that the building design is compliant.
- The team are currently finalising grant applications for submission with 5+ currently in work, and there has been significant engagement with grant funders. This includes the submission of an application to the LEF for £40k.
- An estimating activity has begun to gain a rough estimate for the build at current economic conditions, once planning permission has been granted then procurement and tender activities will commence.
- The project has recently brought in a Project Manager to oversee these activities, as well as funding to bring the vision to life through communications and modelling.
- Overall, based on current forecasts the team are working to meet the requirements of the SPF (namely the match funding) early in the next Financial Year, which will allow immediate commencement of building works.

c) Garstang Waves, Councillor Allan, 10/01/2024

In light of recent events I have reluctantly taken the decision as the project lead in consultation with the Mayor to defer the March 2024 event until 2025. I have discussed this with the Grant Manager at Wyre and have advised the GGPB.

5) Item 13: Legend Fires North West Stages 2024, Councillor Allan

1.0 Agenda Item:

Proposal: The Legend Fires North West Stages team have again requested that Garstang hosts the 2024 event Ceremonial Start on Friday 22nd March 2024 and the Finish on Saturday 23rd March 2024. This event is also providing Round 1 of the British Rally Championship which should mean that more of the well-established Rally Teams will be entering.

This agenda item is seeking authority to host the event on Friday 22nd March 2024 and the Finish on Saturday 23rd March 2024 and to promote and support the event with suitable entertainment and facilities with delegation for all payments to the Clerk., in line with financial regs 4.1. The costs incurred by Town Council to come from budget code 4805 which provides for £1000.

2.0 Background Information:

The Town Council has supported this event since 2019. The LFNWS team deal with all the formal road closure paperwork for the event including the road closure of the High Street on the Friday evening to allow for all entrants to park up on the High Street for public viewing and a procession down the High Street to a Start Platform outside the Royal Oak. The Finish is planned to be held on Cherestanc Square this year rather than the High Street. The LFNWS team look after all the Risk Assessments and Health and Safety requirements. The costs to Town Council will be managed to under the full budgeted amount of £1000. The Mayor will be involved on both days of the event to flag the cars off and to welcome them back to Garstang. LFNWS have to date been generous in the support of the Mayor's Charity fund.

3.0 Background Documents:

I have attached a copy of the timetable for the Friday 2022 event. The timings of the 2024 event will be broadly the same and when released, I will copy to Full Council.

4.0 Implications to be completed by the Councillor and Clerk:

If there are significant implications arising from this report on any issues mark with a Y below, the report author will have consulted with the clerk on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a N.

Yes	Yes/No	Detail
Staffing Implications	Yes	
Council objectives		
Equalities & diversity	No	
Community safety	Yes	
Sustainability	n/a	
Climate change and environmental issues	n/a	
Information and Communication Technology (ICT)	n/a	
There will be financial implications	Yes	
There is provision within the budget	Yes	
Decisions may give rise to additional expenditure	No	
Decisions may have potential for income generation	Yes	
Asset management	n/a	
GDPR - Data Privacy Impact Assessment	n/a	
Other legal considerations:		
Risk Management (including health and safety)	Yes	Material risks exist and these are currently being assessed. All risk assessments are produced by the LFNWS team.