



# Garstang Town Council

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## Annual Meeting of the Town Council, 23<sup>rd</sup> May 2024 Minutes

Minutes of the Annual Meeting of the Town Council meeting, held at Booths cafe, Cherestanc Square, Garstang on 23 May 2024, 7.30pm.

### Present

Councillors present: Allan, Allard, Atkinson, Brooks, Forshaw, Halford, Keyes, Pearson and Perkins

Also present: Town Clerk Edwina Parry and about 70 invited guests.

Councillor Pearson invited Revd Michael Hutchinson to say prayers.  
Councillor Pearson gave a welcoming speech and address and then formally opened up the meeting.

### **001(2024-25) Election and Investiture of Mayor**

The Mayor, Councillor Pearson, invited nominations for the Mayor of Garstang for the ensuing municipal year.

Councillor Sandra Perkins proposed that Councillor Halford be elected to the office of Mayor of Garstang Town Council for the municipal year 2024/25.

Councillor Pearson seconded the proposal.

**Resolved:** Councillor Halford be elected to the office of Mayor of Garstang Town Council for the municipal year 2024 - 2025.

The Mayor's chain was handed over to Councillor Halford.

Councillor Pearson presented the Mayoress chains to Councillor Halford's wife, Robyn.

Councillor Halford presented the outgoing Mayor, with a 'Past Mayor broach'

Councillor Halford signed the declaration of acceptance.

Flower plants were presented to the outgoing Mayoress, Liz Pearson and incoming Mayoress, Robyn Halford.

Councillor Halford gave his Mayor's speech.

### **002(2024-25) Election of Deputy Mayor**

The Mayor invited nominations for the Deputy Mayor of Garstang for the ensuing municipal year.

He pointed out that apologies had been received from Councillor Webster.

Councillor Atkinson proposed that Councillor Elizabeth be elected to the office of Deputy Mayor of Garstang Town Council for the municipal year 2024/25.

Councillor Allan seconded the proposal.

**Resolved:** Councillor Webster be elected to the office of Deputy Mayor of Garstang Town Council for the municipal year 2024 - 2025.  
 It was noted that the signing of declaration of acceptance would be signed at the earliest opportunity (to be arranged by the Clerk).

**003(2024-25) Apologies for absence**  
 Councillor Webster

**004(2024-25) Declaration of Interests and Dispensations**  
 No disclosures of pecuniary and non-pecuniary interests or dispensation were received from Councillors.

**005(2024-25) Review of Committee Terms of Reference and Scheme of Delegation**  
**Resolved:** The Council received and adopted the [Committee Terms of Reference and Scheme of Delegation](#) for the ensuing Civic Year 2024 - 2025.

**006(2024-25) To appoint members to serve on standing committees of the Council**  
**Resolved:** The following appointments were made onto Committees.

	<b>The Finance and Amenities Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allan
2.	Atkinson
3.	Pearson
4.	
5.	
6.	
ex-officio	Halford
ex-officio	Webster

	<b>The Personnel Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allard
2.	Atkinson
3.	Brooks
4.	Forshaw
5.	Keyes
6.	Perkins
ex-officio	Halford
ex-officio	Webster

	<b>The Planning Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
1.	Allan
2.	Allard
3.	Forshaw
4.	Keyes

	<b>The Planning Committee will comprise of 6 members. The quorum of the committee shall be 3 members</b>
5.	Perkins
6.	
ex-officio	Halford
ex-officio	Webster

**007(2024-25) To appoint members to be representatives to outside bodies**

**Resolved:** Councillors approved the following appointments:

<b>Garstang Town Council outside bodies representatives</b>	
Lancashire Association of Local Council (LALC - Area Committee, 3 seats)	Pearson, Perkins and a vacancy
Fairtrade Steering Group	Allan
Garstang Flood Action Group	Brooks
Greater Garstang Partnership Board	Allan, Pearson and a vacancy
Millennium Green Trust	Halford
Planning Ambassador	Brooks
Town Trust	Allan, Halford, Perkins and Webster

**008(2024-25) Calendar of Town Council Meetings for the Civic Year 2024/2025**

**Resolved:** Councillors approved the following Council and Committee meeting dates for the 2024 - 2025 Civic year.

**Full Council (7.30pm) and Planning Committee meetings before Full Council.**

Monday 17 June 2024

Monday 15 July 2024

Monday 19 August 2024

Monday 16 September 2024

Monday 21 October 2024

Monday 18 November 2024

Monday 16 December 2024

Monday 20 January 2025

Monday 17 February 2025

Monday 17 March 2025

**Wednesday 23 April 2025 (Monday 21 April 2025 is a bank holiday)**

Monday 19 May 2025

Thursday 22 May 2025 Annual Town council meeting

Thursday 24 April 2025 – Annual Town meeting - a meeting of the town electors and Awards evening

**Finance & Amenities Committee meetings**

Tuesday 7.00pm, 9 July 2024,

Tuesday 7.00pm, 8 October 2024

Tuesday 7.00pm, 5 November 2024

Tuesday 7.00pm, 28 January 2025 and  
Tuesday 7.00pm, 29 April 2025.

**Personnel Committee meetings**

Wednesday 7.00pm, 26 June 2024

Wednesday 7.00pm, 11 September 2024

Wednesday 7.00pm, 5 February 2025

Wednesday 7.00pm, 7 May 2025

**The Meeting Finished at: 8.26pm**

The Mayor invited Revd Michael Hutchinson to say grace and invited guests to take refreshments.