



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 Meeting, 16th September 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, 16 September 2024 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 16 September 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

11th September 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.

For information - Reference Standing Orders point 13, the Proper Officer has approved dispensations for Councillors Forshaw and Keyes living within the Township of Garstang, to participate in precept discussions and decisions up to the election in 2027.

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 meetings – for decision**

Councillors are asked to approve, as a correct record the minutes of the meeting held on [19 August 2024](#).

6) **Finance payments, RFO – for decision**

Councillors are asked to approve the payments detailed, vouchers 77 - 86, in the Appendix.

7) **Completion of the limited assurance review for the year ended 31 March 2024, RFO – for decision**

PKF Littlejohn LLP have completed their review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2024 ([files have been circulated on Teams](#)).

The External auditor's limited assurance opinion 2023/24, details:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information [in Sections 1 and 2 of the AGAR](#) is in accordance with Proper Practices and no other matters

have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority: None

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what the Town Council must do at the conclusion of the review. In summary, the Town Council are required to:

- a) Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- b) Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- c) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- d) Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Recommendation to Council:

The Council are asked to resolve that points a) to d) are enacted by the RFO.

- 8) **Precept/Budget 2025/2026, Councillor Atkinson and RFO – for decision**
The Finance Committee will meet on 8 October 2024 to discuss the budget for 2025/2026. Councillors are asked to provide the RFO with projects and associated finance requirements/budgets (based on estimates obtained), at the meeting so that they may be included in next year's precept.
- 9) **Grant applications to the Town Council, Clerk/RFO – for decision**
The full report is detailed in the Appendix.

Recommendation to Council:

That the Town Council consider and review the 4 grant applications received against the Town Council's policy and allocate the budget of £2,500 accordingly.

- 10) **Finance Committee, Councillor Atkinson - for decision.**
The Town Council is heading into the budget process following this council meeting. The Finance Committee currently does not have a full membership, and it feels appropriate that councillors are given the opportunity to join the committee so that we have a full membership to ensure maximum scrutiny of the budget.

Footnote from the Clerk – the membership of the Committee is detailed below.

	The Finance and Amenities Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	Allan
2.	Atkinson
3.	Pearson

	The Finance and Amenities Committee will comprise of 6 members. The quorum of the committee shall be 3 members
4.	
5.	
6.	
ex-officio	Halford
ex-officio	Webster

11) Finance Committee, RFO – for decision

The RFO is seeking approval from the Council to rearrange the Finance & Amenities Committee from 5/11/2024 to 29/10/2024, 7.00 to 9.00pm.

12) Garstang Harvest Festival - 19th October 2024 – for decision.

The Clerk has received correspondence relating to the above proposed event (detailed in the Appendix).

Consideration for Council: Does the Town Council wish to pledge support for this first festival?

13) Greater Garstang Partnership Board, Councillors Pearson/Allan – for discussion

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

The last meeting was on Tuesday, 9 September 2024.

14) 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 **21 October 2024** by notifying the Clerk by **13 October 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.

15)

Clerk's Report

a) Outstanding/In Progress Minutes Log

The Clerk has collated an [outstanding/in progress minutes log](#) for Civic year's 2023-24 and 2024-25 for Councillors reference. The log will be circulated monthly by the Clerk.

b) Wyre Voluntary Communities Together Conference 16 October 2024

This October, Wyre Borough Council are hosting a conference for members of our Voluntary, Community, Faith and Social Enterprise groups.

The day will be a celebration of all the amazing work that goes on every day in our communities by our voluntary sector. It will also be an opportunity to network and learn from other groups about their journeys, the challenges they faced and how they overcame them.

The conference will be a full day with a packed agenda. In addition to five speakers, there will be an expert panel Q&A session covering the topics of private donors, grants and social value. With lunch included and limited places available, please register your [application for a free place](#). We look forward to enjoying the day with you!

c) Wyre Council - Voluntary, Community, Faith and Social Enterprise (VCFSE) Network Meeting for Garstang & surrounding areas

Thursday 26th September 2024 at Garstang United Reformed Church Hall,
starting from 5.00pm ending 6:30pm

Note: This will be an informal meeting. Do not worry if you cannot attend from 5pm, arrive when you can. (Leaving before 6:30pm will also be fine!)

The meeting will bring together groups and organisations who make our communities in Garstang - and surrounding areas - strong, healthy and resilient.

The event will be an opportunity to promote your group, organisation or service, share your success and challenges, learn what Wyre Council and others can do to support you, and provide an opportunity to network.

Refreshments will be available with all proceeds going to Garstang United Reformed Church in support of their fundraising programme. Due to the capacity of the venue places are limited to two per group/organisation.

If you would like to attend, please contact adam.kirkby@wyre.gov.uk with names attending from your group along with any dietary or access requirements.

d) Wyre Council - Garstang skate park - update

As you are aware we have recently had to remove some of the ramps from Garstang Skate Park for health and safety concerns. The ramp's framework was rotten contributing to the deterioration of the outer surface. Unfortunately, it was irreparable because of the extent of the

damage, and it would not have been safe to remain on site (even with barriers in place) given the location in the middle of the skate park.

We propose to do some public consultation in September/October about the skate park. This will establish the; numbers of users; age of users; the need; what the site is being used for (skateboarding, BMX riding, scootering, or socialising) and also seek views of its location.

Together with the YMCA we are monitoring and recording numbers, age group and use of the groups which will form part of the evidence.

You may also be aware that the Council is currently undertaking a Leisure Review of all our leisure facilities which this site may be included as part of this review. Alternative options for the skate park may be considered after initial discussions with yourselves.

e) Lengthsman recruitment

Interviews to recruit a Lengthsman are taking place on Wednesday evening, 11 September 2024.

16) Councillor reports

None received

17) Outside body representatives

None received

18) Mayor's engagements

Date	Event
29/8/2024	Homeless Movement
29/8/2024	Pilates in the Park
7/9/2024	Armed Forces & Veterans Breakfast Club
7/9/2024	Painting Garstang

19) Town Crier engagements

04/07/2024	Millennium Green coffee morning URC
06 & 07/07/2024	Scarecrow Festival
14/07/2024	Civic Sunday
20/07/2024	Craft Fair Art Centre
15/08/2024	Meeting with councillors and Town Clerk
5/09/2024	St John's Hospice coffee morning URC
7/09/2024	Plein Air
14/09/2024	Fair Trade
28/09/2024	Craft Fair, Arts Centre

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank
86	16.09.2024	£35.00	£0.00	£35.00		07.09.2024	Training	LALC (Lancashire Association of Local Councils)	Unity Trust Bank
85	16.09.2024	£2,574.80	£514.96	£3,089.76		06.09.2024	Replacement playground equipment	Wyre (Wyre Council)	Unity Trust Bank
84	16.09.2024	£7,076.40	£1,415.28	£8,491.68		02.04.2024	Supply Christmas Lights	LITE	Unity Trust Bank
83	16.09.2024	£800.00	£160.00	£960.00		04.09.2024	Amenity grass cut	Jack Robinson (J R Vegetation Management Ltd)	Unity Trust Bank
82	16.09.2024	£420.00	£84.00	£504.00		03.09.2024	Annual Governance & Accountability Return	PKF Littlejohn LLP	Unity Trust Bank
81	16.09.2024	£40.25	£0.00	£40.25		27.08.2024	room hire	LCC (Lancashire County Council)	Unity Trust Bank
80	16.09.2024	£8.66	£1.73	£10.39			Mobile wi-fi	3 Three	Unity Trust Bank
78	16.09.2024	£11.94	£2.39	£14.33			Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
							Staff costs "Salary to be paid electronically on 23/08/2024, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'		
77 & 79	16.09.2024	£1,769.38	£0.00	£2,464.94			Employees		Unity Trust Bank

2) **Item 9: Grant applications to the Town Council, RFO– for decision**

Agenda item: 4 grant applications have been received adhering to the Council's approved grant policy. The Clerk has summarised the application's information onto a summary sheet.

Background Information:

20-May 2024 304(2023-24), Grant Policy

Resolved: Full Council adopted the revised Grant policy. The Council noted there were 3 grant applications on file (Garstang Arts Centre, the Community Sport Club project and Garstang Subscription Bowling Club).

3.0 Background Documents:

All correspondence relating to the applications have been added to the agenda file for Councillor review.

4.0 Financial Implications:

There is a budget of 2,500 for grant applications for the 2024-25 financial year.

3) **Item 11: Garstang Harvest Festival - 19th October 2024 – for decision.**

Both the Artroom gallery and Creative Thread, retail shops on Garstang High Street, are in the preliminary process of trying to organise the first Harvest Festival on Saturday 19th October 2024.

Historically, harvest was celebrated with a lavish meal of meats, vegetables, puddings, tarts, ales and would be accompanied by singing, drinking, games and much reverie.

We have the backing, support and a pledge of commitments from the businesses in Garstang to insure this festival is successful.

The itinerary for the day has not been finalised, however live music, delectable harvest menu of food and drinks from local cafes, bars and pubs. An inclusion of farmers produce, a collection of veg, game, pork, lamb etc., from the local area, to be dotted around Garstang town, together with heritage activity demonstrations, including, corn doll making, weaving, and other heritage crafts for all the family.

We are not asking for the road to be closed, as all the activities are being held on private land and not infringing onto the public pathways, but it would be good if the on street parking could be refrained for the day

It would be an honour if you could pledge support for this first festival. Any help you could give, would be very much appreciated. As I mentioned the finer details are not yet finalised, but just a pledge of your commitment and we can make further plans to include you in the Festival.

A request has been made for the Town Crier to attend.

Art Room Gallery