



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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Full Council Meeting, 16th September 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 16 September 2024, 7.30pm.

Present

Chairman; Councillor Halford

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

Also present: Town Clerk, Edwina Parry, County Councillor Turner, Wyre Councillor Robert Atkins, Wyre Councillor Dulcie Atkins and PCSO Creighton.

071(2024-25) Apologies for absence

Councillor Pearson

Sgt Jones, PCSO Atkinson.

Wyre Councillor Dulcie Atkins reported apologies for Wyre Councillor Alice Collinson

072(2024-25) Declaration of Interests and Dispensations

082(2024-25) Councillor Forshaw declared an 'other interest.' She is involved in the planning of the event. She did not take part in the discussion or voting.

079(2024-25) Councillor Webster declared an 'other interest.' She was a good friend of the person who had submitted 2 of the applications and also a close friend of a Committee member of Garstang Musical Productions. She would not take part in the voting for these 2 organisations.

079(2024-25) Councillor Atkinson declared an 'other interest.' He is a member of the Garstang Community Sports Club. He would not take part in the voting for their application.

079(2024-25) Councillor Halford declared an 'other interest.' He is the Chairman of the Town Trust (a Council representative). He would not take part in the voting for the Garstang Arts Centre application.

The Council noted that, adhering to Standing Orders point 13, the Proper Officer had approved dispensations for Councillors Forshaw and Keyes who lived within the Township of Garstang, to participate in precept discussions and decisions up to the election in 2027.

073(2024-25) Public participation

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

PCSO Creighton reported that there were no logs of note for Garstang. There were nuisance logs in surrounding villages. There had been a couple of shoplifting incidents. There had been travellers encampments in Barton.

County Councillor Turner provided an update on the footway works outside the Arts Centre. The remedial works were at the planning stage of been scheduled.

Wyre Councillor Dulcie Atkins reported that 2 pieces of equipment were to be replaced at the skate park.

Wyre Councillor Robert Atkins reported on Wyre's levelling up fund, recharging of electric vehicles, labour's housing policy which could potentially lead to more housing in the east of the Borough and that he had asked the Chief Executive at Wyre Council to communicate with the Chief Constable of Lancashire about the proliferation of Turkish barbers in Garstang and possible links to money laundering.

074(2024-25) Announcements

Councillor Halford announced:

- i) He thanked Councillors Allard and Forshaw for attending the recent Council Surgery
- ii) That interviews for a Lengthsman had taken place and that an offer of employment had been made to the successful candidate.
- iii) He was holding a charity bingo event at the Tithe Barn on 17th October 2024.

075(2024-25) Minutes of the last meetings

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 19 August 2024.

Resolved: The minutes of the meeting held on 19 August 2024 were confirmed and signed as a true record.

076(2024-25) Finance payments, RFO

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

Resolved: Councillors approved the payment voucher numbers 77 – 86, as detailed in the Appendix.

077(2024-25) Completion of the limited assurance review for the year ended 31 March 2024, RFO

The Council noted that PKF Littlejohn LLP had completed their review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2024.

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

Resolved: The Town Council asked the Clerk to enact points a) to d) as set out by the Accounts and Audit Regulations 2015 (SI 2015/234):

- 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.

078(2024-25) Precept/Budget 2025/2026, Councillor Atkinson and RFO

The Chair of the Finance & Amenities Committee, Councillor Atkinson, reported that the Finance Committee will meet on 8 October 2024 to discuss the budget for 2025/2026. Councillors were asked to provide the RFO with projects and associated finance requirements/budgets (based on estimates obtained), at the meeting so that they could be included in next year's precept.

Resolved: Councillor Halford put forward the VE celebration event for May 2025. Councillor Webster put forward Christmas Lights and the associated switch on event. Councillor Allan put forward Remembrance Sunday and the NW Stages car rally.

079(2024-25) Grant applications to the Town Council, Clerk/RFO

The Town Council considered and reviewed the 4 grant applications received, against the Town Council's policy.

Resolved: The budget of £2,500 (code 47) was allocated as follows:

- | | |
|---|-------|
| i) Garstang Arts Centre | £500. |
| ii) Community Sport Club project | £750. |
| iii) Garstang Subscription Bowling Club | £500. |
| iv) Garstang Musical productions | £750. |

080(2024-25) Finance Committee, Councillor Atkinson.

The Chair of the Finance & Amenities Committee, Councillor Atkinson, reported that 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.

Resolved: Councillors Brooks and Keyes were appointed onto the Finance & Amenities Committee.

081(2024-25) Finance Committee, RFO

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

Resolved: The Council approved that the Finance & Amenities Committee be rescheduled from 5/11/2024 to 29/10/2024, 7.00 to 9.00pm.

082(2024-25) Garstang Harvest Festival - 19th October 2024.

Resolved: The Town Council pledged support for the first Garstang Harvest Festival event and that the Town Crier should attend.

083(2024-25) Greater Garstang Partnership Board, Councillors Allan

Councillor Allan reported that the last meeting was held on 9/09/2024. Points to note were:

- i) Jan Finch had stood down as Chair and Councillor Pearson was now the Chair.
- ii) Mark Billington, Director of Environment at Wyre Council had taken over from Marianne Hesketh.
- iii) A meeting had been held on 10/09/2024, to discuss the Town Centre study with the consultants. Wyre Council had committed to power washing Cherestanc Square and improve the amenities of the Square.

084(2024-25) Items for next Council monthly agenda

Councillors were 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.

The meeting finished at: 8.41pm

For Information Only

085(2024-25) 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 took place to recruit a Lengthsman on Wednesday evening, 11 September 2024.

086(2024-25) Councillor reports

None received

087(2024-25) Outside body representatives

None received

088(2024-25) 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

089(2024-25) 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