



# Garstang Town Council

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Garstang Scout and  
Guide Headquarters  
Kepple Lane  
Garstang  
PR3 1PB

## **Finance Committee Meeting, 18<sup>th</sup> April 2023 Agenda**

### **FAO Cllrs Atkinson, Allan, Dyer, Halford, Mitchell and Pearson**

I hereby give you notice that a meeting of the Finance Committee will be held at Garstang Library (meeting room), Windsor Road, Garstang, PR3 1EX on Tuesday, 18 April 2023 at 7.30pm.

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

Please contact the Clerk by 13.00, Tuesday, 18 April 2023, to express your interest in attending the virtual 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

13<sup>th</sup> April 2023

# Agenda

1) **Apologies for Absence**

2) **Declaration of Interests and Dispensations**

3) **Public Participation**

The Chairman 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.

4) **Minutes of Finance Committee meeting, 10 January 2023**

Councillors are asked to approve, as a correct record, the minutes of the Finance Committee meeting held on 10/01/2023 (circulated on Teams).

5) **Receipts and payments account year end 2022/23 (Q4) , RFO – for decision**

The Committee are asked to consider and approve the following (circulated in verification bank reconciliation file on Teams):

- a) Bank reconciliation year ending 31 March 2023 for cashbooks 3,5,6 and 7 (copies of bank statements have been included).
- b) Summary receipts & payments to 31 March 2023.
- c) Detailed receipts & payments budget report (1 April 2022 to 31 March 2023)
- d) List of receipts & payments from the 4 cashbooks (1 April 2022 to 31 March 2023).

Councillors are asked to be mindful of Financial Regulations 7.4; salary details are confidential

6) **Bank verifications**

Councillor Atkinson proposes that a new bank verification template is delegated to the RFO and Councillor Atkinson, which Councillors Atkinson and Pearson will retrospectively complete for the 4 Quarters of the last financial year before the Internal Audit.

This template is to be drawn up in accordance with resolution 72 (2021/22)

7) **The Annual Governance and Accountability Return (AGAR) 2022/23, RFO for information and decision**

The Annual Governance and Accountability is made up of three parts pages 3 to 6:

- a) The Annual Internal Audit Report must be completed by the authority's internal auditor. The Council's internal auditor for year end 2023 is Naomi Goddard, Town Parish Audit who will undertake the internal audit the week commencing 17 May 2023. She has communicated that the audit takes place over a few days with sending information back and forth, but in relation to your sign off meeting it is worth allowing an additional week in case of any problems.  
The authority should receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- b) Sections 1 and 2 are to be completed and approved by the authority (19 June 2023).

- c) Section 3 is completed by the external auditor and will be returned to the authority.

The Finance Committee are asked to consider draft section 2, printed from the accounts package (circulated in bank verifications – account summary) and make their recommendation to Full Council meeting on 19 June 2023.

8) **Risk Register, quarterly review, RFO – for decision and information**

The risk assessment has not been amended. Are there any ‘risks’ which the Committee wish to raise?

The Chair and RFO plan to review the Risk Assessment in detail, including its format and topicality with the new accounts package.

9) **Asset Register 31 March 2023, RFO – for decision**

Councillors are asked to approve the circulated end of year asset register.

10) **Amenities – for decision**

To pursue outstanding issues with council amenities, committee will review the current issues, and make changes to the outstanding issues as appropriate.

**Kepple Lane Park**

<b>Issue</b>	<b>Update and Proposal</b>
Trim Trail Gym Instruction Sign has been damaged.	Wyre Council have the sign and are looking at ways for this to be fixed, although have said it doesn't seem as straightforward as it seems. <u>Cllr Atkinson to liaise with Wyre and will either come back to Committee or use financial regulations 4.1 if required.</u>
The chain and handle on one of the spinner arms has come off.	Wyre have no other concerns regarding this equipment. Wyre are getting the costs for the replacement part and will let the Town Council know once they have received these. <u>Cllr Atkinson to liaise with Wyre and will either come back to Committee or use Financial regulations 4.1 if required.</u>
The musical panel in the children's play area is broken.	The supplier of the panel does not have any replacement parts for this item. Some time ago Wyre enquired about replacement and the cost was £1500, albeit the cost has likely increased since that quote. <u>Cllr Atkinson looks at alternative solutions/replacement items and reports back to Committee with a proposal.</u>

Matting under the spinner is in a poor condition.	<p>Some time ago there was discussion with Wyre Council around replacing the grass and matting under the spinner.</p> <p>Wyre advise that the grass matting surface in place is not suitable for this type of equipment with forced movement, and reinstating the status quo would only lead to it being in the same condition in a matter of weeks.</p> <p>The Lengthsman has been asked on his thoughts for possible solutions.</p> <p><u>Councillor Atkinson and Allan to investigate alternative solutions and bring a proposal back to Committee to improve the spinner ground surface before next summer.</u></p>
Tree Surveys	Completed
Annual Maintenance	Completed
Kepple Lane Park Car Park	<p>The Scout and Guide Building Management Committee has reported a Health and Safety concern regarding an old tree bed on Kepple Lane Park Car Park. Councillors should note that there is a notice displayed on the car park, articulating that cars are parked on the car park at their own risk.</p> <p><u>A quote is sought for the square to be filled with tarmac, and this is delegated to the RFO, Cllr Atkinson and Cllr Pearson to resolve within the confines of the Kepple Lane Park/Amenities budget.</u></p>
Kepple Lane Park A6 Hedge	Completed

### **Moss Lane Park**

<b>Issue</b>	<b>Update and Proposal</b>
Broken Arm of the new Goal Posts	<p>One of the arms on the new goal posts has been broken.</p> <p>The arm has been removed by Wyre Council, and is not repairable.</p> <p><u>Cllr Atkinson arranges for another arm to be ordered from the supplier, and the arms only be put up for the Children's Festival to prevent further damage.</u></p>

Tree Surveys	Completed
Tree issue	The Committee is asked how it wishes to address the issue raised by a resident (communication circulated on teams)

- 11) **Allotment Notice**  
 Notice has been served by one of the Allotment Tenants, and the plot is now vacant.
- The Town Council has since received emails of dissatisfaction from a resident regarding the safety and general appearance of the allotments. Following the emails the Clerk and Chair undertook a site visit (photos have been circulated on Teams). The Chair’s opinion is that the Town Council does need to look at remedial work.
- Proposal:** Councillors attend a site visit by the end of April, a meeting is then scheduled with the Chair, Clerk and another committee member with the remaining two tenants to discuss the concerns and formulate a mutually agreeable plan to be brought back to the Committee.
- Standing item: outstanding resolutions**
- 12) **22(2022-23) Accounting Systems, RFO and Councillor Atkinson, for decision**  
 Background:  
 Finance committee Minute 22 (2022-23), 15/11/2022  
 Resolved: Following the councils interim financial operating arrangements [079(2022-23)], it is resolved that the council must move to a cloud based financial accounting system by April 2023.
- Proposal: That the purchase of the new accounting system is delegated to the RFO and Councillor Atkinson.
- 13) **Key Holders Register, Councillor Atkinson – for information**  
 The key holders register is nearing completion
- 14) **23(2022-23) Financial Regulations**  
 Resolved: Following the councils interim financial operating arrangements [079(2022-23)], it is resolved that the council needs to amend its financial regulations. Finance Committee asks the Chair of Finance and the RFO to bring forward an amendment to financial regulations which would allow for council’s financial business to still be transacted in the absence of the RFO, including but not limited to the ability to make payments and place orders, by April 2023.
- 15) **Date of next meeting**  
 The RFO will schedule dates for the new Civic Year in consultation with the Chair, to enable dates to be approved at the Annual meeting of the Council.