



# Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: [clerk@garstangtowncouncil.gov.uk](mailto:clerk@garstangtowncouncil.gov.uk)

Web: [www.garstangtowncouncil.gov.uk](http://www.garstangtowncouncil.gov.uk)

Garstang Scout and  
Guide Headquarters  
Kepple Lane  
Garstang  
PR3 1PB

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

Minutes of the Finance Committee meeting, held at Garstang library, on 18 April 2023, 7.30pm.

### **Present**

Chairman: Councillor Atkinson

Councillors Present: Atkinson, Dyer, Halford and Pearson,

Also present: Town Clerk/RFO Edwina Parry

### **051(2023-24) Apologies for Absence**

Councillors Allan and Mitchell

### **052(2023-24) Declaration of Interests and Dispensations**

There were no declarations of interest declared or requests for dispensations.

### **053(2023-24) Public Participation**

There were no members of the public present at the meeting.

### **054(2023-24) Minutes of Finance Committee meeting, 10 January 2023**

A copy of the minutes of the Finance Committee meeting held on 10<sup>th</sup> January 2023 had been circulated.

**Resolved:** The minutes of the Finance Committee meeting held on 10<sup>th</sup> January 2023 were confirmed and signed as a true record.

### **055(2023-24) Receipts and payments account year end 2022/23 (Q4), RFO**

The Committee were asked to consider and approve the following:

- a) Bank reconciliation year ending 31 March 2023 for cashbooks 3,5,6 and 7 (copies of bank statements have been included).

**Resolved:** The bank reconciliations for cashbooks 3,5,6 and 7 were approved.

- b) Summary receipts & payments to 31 March 2023.

The Chair noted that £9,000 of general reserves detailed on the 2022/2023 budget at code 4845, had yet to be transferred across to the EMR General Reserves. It was noted that the Amenities EMR was a negative figure. This would become a positive figure once the from the precept into EMR's.

- Resolved:** The summary receipts & payments report (1 April 2022 to 31 March 2023) was approved subject to £9,000 being transferred to EMR General Reserves.
- c) Detailed receipts & payments budget report (1 April 2022 to 31 March 2023)  
Banking fees, unity bank card  
**Resolved:** The receipts/payments by budget report (1 April 2022 to 31 March 2023) was approved.
- d) List of receipts & payments from the 4 cashbooks (1 April 2022 to 31 March 2023).  
**Resolved:** The list of receipts and payments from the 4 cashbooks 1 April 2022 to 31 March 2023) were approved.

**056(2023-24) Bank verifications**

Councillor Atkinson commented that the bank verifications had not being carried out due to the new banking arrangements with Unity bank.

**Resolved:** That the 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)

**057(2023-24) The Annual Governance and Accountability Return (AGAR) 2022/23**

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.

**Resolved:** The Finance Committee noted draft section 2, printed from the accounts package. It was noted that the Chair, in consultation with the RFO, would verify the AGAR before it is brought to the Full Council meeting on 19 June 2023 and submitted to the external auditor.

**058(2023-24) Risk Register, quarterly review**

The Chair reported that the risk assessment had not been amended. He asked if there any 'risks' which the Committee wished to raise.

**Resolved:** Points raised included:

- a) The version control on the front sheet, had not been updated. Councillors Atkinson and Dyer agreed for this to be looked and advise the RFO of a consistent protocol across Council documentation.
- b) Point 20 red email alert, the Committee acknowledged that a Councillor was using his personal email address for Council business.  
**Resolved:** Review Email and communication policy to 15 May 2023. Point 21 the Town Council does not have an action plan. The RFO reported that Tabled at 15 May 2023. An update to be provided at July's Finance Committee meeting.
- c) Point 24 risk assessments, the Chair reported that the assessments were in progress.

**059(2023-24) Asset Register 31 March 2023**

Councillors were asked to approve the circulated end of year asset register. Point 107 bench - Why was it entered as a £1. The Chair explained that the bench had been gifted, hence the £1 value. Once the value had been ascertained, the value would be entered in the insurance column. Point 109 planters further detail was provided. Councillor Pearson enquired about the insurance for the Mayor and Mayoress chains. The Chair reported that going forwards the new accounts package would incorporate the asset register.

**Resolved:** The Committee approved the register to 31 March 2023. The Committee **further resolved** to check the details with the insurance provider for the Mayor and Mayoress chains, electrical equipment, Town Crier costume etc which are held outside the township of Garstang.

**060(2023-24) Amenities**

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**

Issue	Update and Proposal
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>Councillor Atkinson to liaise with Wyre and will either come back to Committee or use financial regulations 4.1 if required.</u> 18/4/2023 Update Councillor Atkinson to liaise with Wyre
The chain and handle on one of the spinner arms has come off.	Wyre have no other concerns regarding this equipment.

	<p>Wyre are getting the costs for the replacement part and will let the Town Council know once they have received these.</p> <p><u>Councillor Atkinson to liaise with Wyre and will either come back to Committee or use Financial regulations 4.1 if required.</u></p> <p>18/4/2023 Update Councillor Atkinson reported that he thought this had been fixed, but would report back if it wasn't.</p>
<p>The musical panel in the children's play area is broken.</p>	<p>The supplier of the panel does not have any replacement parts for this item.</p> <p>Some time ago Wyre enquired about replacement and the cost was £1500, albeit the cost has likely increased since that quote.</p> <p><u>Councillor Atkinson looks at alternative solutions/replacement items and reports back to Committee with a proposal.</u></p> <p>18/4/2023 Update Councillor Atkinson reported that the price for the part had increased to £3,600. No plans to replace at the moment.</p>
<p>Matting under the spinner is in a poor condition.</p>	<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> <p>18/4/2023 Update Councillor Atkinson reported that Garden Inspirations were providing a contact that may be able to provide a quote. Councillor Allan was also researching a supplier. The RFO was asked to check the SLCC supplier list for any suitable contacts. Once information</p>

	had been received, formal quotes would be sought.
Tree Surveys	Completed 18/4/2023 Update Councillor Atkinson reported that when the surveys would be undertaken next, a site meeting would be held with the surveyor and the process would be reviewed.
Annual Maintenance	Completed 18/4/2023 Update Councillor Atkinson reported Garden Inspirations had done an excellent job.
Kepple Lane Park Car Park	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.  <u>A quote is sought for the square to be filled with tarmac, and this is delegated to the RFO, Councillor Atkinson and Councillor Pearson to resolve within the confines of the Kepple Lane Park/Amenities budget.</u>  18/4/2023 Update Councillor Atkinson suggest that a Councillor assisted the lengthsman to take the stump down a bit lower and infill with gravel/tarmac
Kepple Lane Park A6 Hedge	Completed

### **Moss Lane Park**

<b>Issue</b>	<b>Update and Proposal</b>
Broken Arm of the new Goal Posts	One of the arms on the new goal posts has been broken.  The arm has been removed by Wyre Council, and is not repairable.  <u>Councillor 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>  18/4/2023 Update Councillor Atkinson reported that the arm needs to be mended before the Children's Festival.

Tree Surveys	Completed
Tree issue	<p>The Committee is asked how it wishes to address the issue raised by a resident (communication circulated on teams)</p> <p><b>Resolved:</b> That the RFO acknowledged the email from the resident. That the Council make contact with Treeco, about the issues raised and if required, communicate back to the resident (possibly with a site meeting).</p>

**061(2023-24) Allotment Notice**

Background: 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.

**Resolved:** That the Committee attend a site visit by the end of April. A proposal is then brought back to Full Council on 19 June 2023.

**Standing item: outstanding resolutions for information**

**062(2023-24) 22(2022-23) Accounting Systems, RFO and Councillor Atkinson**

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.

18/4/2023 Update Councillor Atkinson reported that approval for the purchase would be tabled at Full Council on 15 May 2023.

**063(2023-24) Key Holders Register, Councillor Atkinson**

The key holders register is nearing completion

**064(2023-24) 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.

**065(2023-24) Date of next meeting**

**Resolved:** 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.

**The meeting finished at: 9.00pm**