



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Finance Committee Meeting, 11th July 2023 Agenda

FAO Cllrs Atkinson, Allan, Dyer, Halford and Pearson

You are summoned to attend the meeting of the Finance Committee to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,
Windsor Road, Garstang, PR3 1EX
on Tuesday, 11 July 2023 at 7.30pm.

If you are unable to attend please could you submit an apology to the Clerk.

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

Please contact the Clerk by 13.00, Tuesday, 11 July 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
6th July 2023

Agenda

- 1) **Appointment of Chairman**

The Committee are asked to appoint a Chairman, and if they choose a Deputy Chairman, of the Committee.

Reference: the [Committee of the Terms of Reference and Scheme of Delegation](#). Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Deputy-Chairman who shall hold office until the next Annual Meeting of the council.
- 2) **Apologies for Absence**
- 3) **Declaration of Interests and Dispensations**
- 4) **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.
- 5) **Minutes of Finance Committee meeting, 18 April 2023**

Councillors are asked to approve, as a correct record, the minutes of the Finance Committee meeting held on 18/04/2023 (circulated on Teams).
- 6) **Receipts and payments account year 2023/24 (Q1) – for decision**

The RFO has entered all accounts data for Q1 (1/4/2023 – 30/6/2023) onto the new accounts package, Scribe.

The RFO has set up ‘read only’ accounts for members of the Finance Committee, so that the accounts can be viewed.

 - a) Councillors are asked to determine which reports they wish the RFO to compile going forwards at Committee meetings. To assist, Scribe have provided a [training recording for your Councillors covering reports](#) and details of [Scribe Tours - YouTube](#)

The Clerk has also circulated a sample report that Scribe can generate. Scribe have also offered a live training session for Councillors on using Scribe and reports – ‘if you would like me to arrange this for you do let me know a good date and time and I will pop a zoom invitation over’.

Councillors need to be mindful of financial regulations: 4.8 and standing orders 17c).
 - b) Councillors are asked to review the EMR headings and make a recommendation to Full Council as per 4.9 Financial regulations.

Changes in earmarked reserves shall be approved by council as part of the budgetary control process (explanation note about EMR totals on teams).
- 7) **Bank verifications; review of 2.2 Financial regulations – for decision**

The Town Council has now moved over to Scribe accounts,(whereby Councillors have ‘read only’ access) and the Unity bank account, whereby authorised signatory Cllrs, approve and have access to view payments.

The RFO is asking the Committee to review Financial regulations 2.2 and, if choose to amend, make a recommendation to Full Council.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported in the first instance to the Finance Committee, if there are any exceptions, these are to be reported to the council.

8) Report from Internal Auditor – for decision

As part of the AGAR external audit checklist the Town Council needs to have taken ‘appropriate action on all matters raised in reports from internal and external audit.’ To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.

The Committee is asked to consider the Internal Audit report, circulated on Teams, and recommend any action to be taken.

9) Risk Register, quarterly review – for decision

Cllrs are asked to consider the attached risk register and make any comments on the register.

10) Asset Register – for information

The current Asset register will be superseded, by using the [Asset register within Scribe](#). The RFO is required to enter the data onto the register.

11) 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.	<p>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.</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 to liaise with Wyre</p>
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.
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. Completed by Lengthsman.

Moss Lane Park

Issue	Update and Proposal
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 issue	The Committee is asked how it wishes to address the issue raised by a resident (communication circulated on teams) Resolved: 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). The Clerk has been in contact with Treeco and will provide a verbal update at the meeting.

12) **Standing item: outstanding resolutions for information**

13) **Key Holders Register, Councillor Atkinson**

The key holders register is nearing completion. The Clerk updated the list with the Lengthsman on 22/6/2023

14) **23(2022-23) Financial Regulations**

Resolved: Following the council's 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,

15)

Date of next meeting

31 October 2023, [approved by Full Council](#)