



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

Finance Committee Meeting, 9th January 2024 Agenda

FAO Finance and Amenities Committee

You are summoned to attend the meeting of the Finance and Amenities 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, 9 January 2024 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, 9 January 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

4th January 2024

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, 31 October 2023 – for decision**

Councillors are asked to approve, as a correct record, the minutes of the Finance Committee meeting held on 31/10/2023 (circulated on Teams).

5) **Receipts and payments account year 2023/24 (Q3) – for decision**

The Committee are asked to approve Q3 receipts and payment and approve the bank reconciliation at 31 December 2023 (assessed via Scribe; bank reconciliation on Teams).

6) **Budget 2024/25, RFO and Councillor Atkinson – for decision**

Background Information

Background: minute reference 167(2023-24), 20 November 2023

Resolved: The Council approved the V0.2 circulated budget figures. The Council **further resolved** to approve the recommendations of the Finance Committee as detailed in the Appendix.

The shortfall precept figure amounted to £151,207 (Receipts 42,306.54, Payments 193,513.10)

Updates from RFO

Since the last Full Council meeting on 20/11/2023, there are 3 updates to report, from the RFO.

- i) The tax base figures have been received from Wyre Council (correspondence circulated on teams).

The 2024/25 tax base for each Town and Parish Council is enclosed. To calculate the 2024/25 Band D equivalent for your council, divide your council's 2024/25 Precept value by the tax base. For example, based on the attached tax base for 2024/25 of 1,955.04 and if your Precept requirement for 2024/25 remained as £114,188.00, then the resultant amount per Band D equivalent would be £58.41

Based on minute reference 167(2023-24), 20 November 2023, the calculation for the 2024/25 Band D equivalent is detailed in the table below. The comparison to 2023/24 is also shown.

	2023/24	2024/25
Precept	£114,188	£151,207

Tax base	1,883.41	1,955.04
Band D Equivalent	£60.63	£77.34
Change on Previous Year	£7.84	£16.71 (an extra 32 pence/week)
% Change on Previous Year	14.85%	27.56%

- ii) A meeting was held with a town resident on 19/12/2023. Attending the meeting was the RFO, Deputy Chair of Finance (standing in for the Chair of Finance) and the Mayor. The resident raised a number of issues relating to the proposed budget and projects for 2024/25. The resident voiced his opinion about the Town Council planning to take on extra responsibilities without knowing any of the detailed costs/risks involved and its effect on the Garstang precept.
- iii) The resignation of the Lengthsman which will take effect from 1/03/ 2024.
- iv) The Chair, Councillor Atkinson, has carried out an informal email consultation to 3 Councillors who are involved in the following projects - Allotments, GGPB, Community Hall, Garstang Waves, Remembrance Sunday and Cherestanc Square. The thought behind the email was to ensure there was a robust basis of estimates.
I am reviewing the budget, and have a few thoughts/ideas/changes I would like to gain your view on, as well as understand the latest views of the project's forecasted payments for the next financial year.
The replies to date have been summarised and circulated on Teams. Councillor Atkinson - The committee may wish to use this information to refine the budget ahead of proposing to Full Council.

Committee is asked to review and recommend the following:

- a) the budget 2024/2025. (V0.3), for it to be considered by Full Council on 15 January 2024.
- b) Recommend a 2024/25 Budget to Full Council
- c) Recommend a precept for 2024/25 to Full Council.
- d) Approve any further changes to Earmarked or General Reserves
- e) Determine how the 2024/25 precept and budget will be communicated to the public.
- f) Approve a plan for undertaking a 3-year budget, as per Financial Regulations 3.1

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

Minute 09(2023-24) Risk Register, quarterly review is outstanding

Resolved: That the Chair of Finance Committee, Councillor Rogers and the RFO sit together and review the risk register and what can be done to improve it.

In the intervening period Councillors are asked to consider the attached risk register and make any comments on the register.

8) **Asset Register**

The Asset register has now been uploaded into Scribe.

The RFO will provide an update on the new asset register.

Councillors are asked to approve the asset register to 30 December 2023.

Supporting information:

i) [Joint Panel on Accountability and Governance \(JPAG\) 2023 Fixed assets and equipment 5.56 – 5.66](#)

ii) Guidance for [accessing the Asset Register on Scribe](#)

iii) The summary report has been circulated on Teams.

9) **Amenities, Moss Lane playing field trampoline, RFO– for decision**

Councillors are asked to consider the correspondence below relating to the trampoline on Moss Lane Park, whereby Wyre Council sought further advice from Kompan (they were meeting Kompan on a Wyre Council project).

The options for the trampoline are limited unfortunately without considerable expense, disturbance to the play area and work for example installing some type of drainage which is not an easy option and would require more specialist advice.

A simple option suggested, by Kompan, was to replace the current mesh jump mat with a more solid membrane type jump mat. The quote for the parts require and the cost is based on ourselves fitting this new part. The sales quote is £755.82 net of VAT

The Committee is asked to consider the correspondence (circulated on Teams) and either resolve to follow up the quotation or discard the suggestion.

10) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

To resolve that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of item 11, the press and public be excluded from the meeting.

11) **Scout & Guide Hut tenancy agreement, RFO – for decision**

12) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

13) **Kepple Lane Park Annual Maintenance 2024, RFO - for decision**

The RFO is asking how the Committee want to progress the above task.

14) **Lancashire County Pension Fund Annual Report 2022/23 – for information**
[Lancashire County Pension Fund Annual Report](#)

15)

Date of next meeting

23 April 2024.