



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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PR3 1PB

Finance Committee Meeting, 23rd April 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, 23 April 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, 23 April 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

18th April 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, 9 January 2024 – for decision**

Councillors are asked to approve, as a correct record, the minutes of the [Finance Committee meeting held on 9/1/2024](#) (circulated on Teams).

5) **Receipts and payments account year end 2023/24 (Q4) – for decision**

The Committee are asked to approve:

- i) [year end Q4 receipts and payment](#) that includes a comparison with budget (assessed via Scribe and Teams) and
- ii) approve the [bank reconciliation](#) at 31 March 2024 (assessed via Scribe and Teams).

6) **The Annual Governance and Accountability Return (AGAR) 2023/24, RFO for information and to respond to any questions**

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 2024 is Rachel Pearson, Account-ant Yorkshire Limited, who will undertake the internal audit commencing 8 May 2024.

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 (at the latest 17 June 2024).

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

The RFO has circulated:

- i) [draft section 2](#), for comment
- ii) [20240331 Receipts and Payments account](#)
- iii) [Reserves balance](#) (RFO note [minute 167\(2023-24\)](#) - transfers of end of year underspends not yet complete).

7) **Changes to EMR, Councillor Atkinson – for decision**

The Chair of Finance is proposing that the following changes be put forward to Full Council for approval (Financial Regulations 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process).

Proposal: That the remaining funds in Emergency Plan and Youth Council Funds EMRs be transferred to the Community Engagement EMR.

8) **85,000 limit – Review of bank accounts.**

The RFO is recommending to the Committee that in order to adhere to the Financial Services Compensation Scheme (FSCS) limit of £85,000, the Committee review the bank accounts.

The Nationwide account interest rate is 4.25% AER/gross p.a. (variable), paid monthly, with a Notice Period of 95 Days.

9) **Risk Register, quarterly review – for 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.

Background to the report is detailed in the Appendix.

Recommendation to the Committee:

The RFO is recommending that the Finance & Amenities Council

- a) Review the [Full Council risk register](#) (circulated on Teams).
- b) Determine whether any amendments are required for additional risks or to amend risk ratings
- c) Recommend to Full Council that the Full Council risk register be approved.

10) **Asset Register**

Councillors are asked to approve the [asset register to 31 March 2024](#).

11) **Grant policy review, RFO - for decision**

Background: Full Council 15/4/2024

283(2023-24) Grant application - Garstang Arts Centre - Summer Celebration of Art and Music (culminating with the third Plein Air event on 7/9/2024)

The Council noted that the Finance and Amenities Committee, at their next meeting on 23/04/2024, would be reviewing the Town Council Grants Policy. It is anticipated that a recommendation, to revise the policy, will be brought to Full Council at their meeting on 20/05/2024 for approval.

Resolved: The Council will consider the Arts Centre application at the next Council meeting on 20/05/2024, for completeness.

Recommendation to the Committee:

That the Committee review and approve the changes to the [Grant policy](#) made by the RFO and recommend to Full Council, on 20/05/2024, that the revised policy be approved.

12) **Wyre Council precept notification, RFO - for decision**

Further to Full Council minute 254(2023-24), the Committee are asked to consider and approve the timeline below in order to meet deadline date of 17 December 2024 of informing the precept figure to Wyre Council.

18-Mar 2023-24 254(2023-24) Full Council Clerk Wyre Council change in precept deadline
Resolved: The Town Council agreed to provide Wyre Council with the precept figure by Tuesday 17th December 2024,

with the condition and assurance that the Tax base figure will be sent out to Parish & Town Council's on Friday 6th December 2024.

Town Council notify Wyre Council of precept figure	17 December 2024
Town Council meeting to recommend precept figure & recommend budget	16 December 2024
Tax base figure received from Wyre Council	6 December 2024
Full Council consider recommended 2 nd draft budget figure & precept from Finance & Amenities Committee	18 November 2024
Full Council consider 1 st draft of budget	21 October 2024
Finance & Amenities Committee meet to consider budget	Tuesday 1 or 8 October 2024
Full Council to consider objectives for the year ahead (2025/2026) to enable budget preparations to be made.	16 September 2024

13) **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.

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

15) **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.

16) **Date of next meeting**

Determined at Annual Town Council Meeting 2024.

For Information Only

17)

Clerk's Report

a) Lancashire County Pension Employer Rates 2024/25

The future service rate in respect of the above named organisation, effective from 1 April 2024 – 31st March 2025, is 25.5%.

Please ensure that the new rate is brought to the attention of the appropriate person/s within the organisation and is applied to their payroll from the effective date.

b) Outstanding/In Progress Minutes Log

The Clerk has collated an [outstanding/in progress minutes log](#) for information for Councillors reference. The log will be circulated quarterly by the Clerk.

Appendix

1) Item 9: Risk register

The Town Council risk register is an assessment of the high-level risks facing the organisation and a review of how they are managed. It is distinct from specific operational risk assessments (e.g. a risk assessment for undertaking a specific activity) and focuses on organisational risks.

Ultimately, all risks have a potential financial element but risks in the register are categorised as financial (directly financial), legal (unlawful activity), health and safety, security, reputation, business continuity and operational. Each risk is assessed as to its likely impact and the likelihood of the risk occurring and is ordered by the risk rating.

It is an audit requirement that the council undertakes an at least annual assessment of the risks facing the authority and that it takes appropriate steps to manage such risks, this is evidenced as part of the annual governance statement prepared for the external audit. The register is usually presented to the council in March following a review by the Town Clerk and ahead of the commencement of the new financial year.