



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Finance Committee Meeting, 9th July 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 July 2024 at **7.00pm**.

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 July 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 July 2024

Agenda

- 1) **Appointment of Chair – for decision**
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) **Appointment of Deputy Chair – for decision**
- 3) **Apologies for Absence**
- 4) **Declaration of Interests and Dispensations**
- 5) **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.
- 6) **Minutes of Finance Committee meeting, 23 April 2024 – for decision**
Councillors are asked to approve, as a correct record, the [minutes of the Finance Committee meeting held on 23/04/2024](#) (circulated on Teams).
- 7) **Receipts and payments account year end 2024/25 (Q1) – for decision**
The Committee are asked to approve:
 - i) [Q1 receipts and payments](#) that includes a comparison with budget (assessed via Scribe and Teams) and
 - ii) approve the [bank reconciliation at 30 June 2024](#) (assessed via Scribe and Teams).
- 8) **NALC Financial Regulations – for decision**
[NALC's Model Financial Regulations](#) have had a significant review and re-write.

The advice from NALC is:

Regardless of the size of your council or its activities, it's essential that the council takes due care with the precept it raises from local people. Local council financial control can be complicated to navigate and can cause frustration when it takes time away from the delivery of services and activities. The recently revised model financial regulations consolidate all the essential procedures and financial regulations your council requires into one accessible document. This resource helps ensure effective and transparent financial management.

The Committee are asked to review the model, respond to comments raised by the Clerk and make a recommendation to Full Council that the Council adopts the new reviewed Financial Regulations.

As background reference, the Clerk has also circulated the [current approved Financial regulations](#) and a document that compares the [two versions of the Financial regulations documents](#) to see how they differ.

9) **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.

10) **Full Council Risk register, Clerk – for decision**

The Council approved the [risk register](#) at the Town Council meeting on 20 May 2024, minute 305(2023-24).

The Clerk is drawing the Committee's attention to the following risks which fall under the remit of the Finance Committee:

- i) 6 Financial Banking failure

RFO response: Payment of LITE invoice expected in Q2, which will reduce balance.

- ii) 10 Operational / Financial Failure to manage the operation of transferred assets

RFO response: Not applicable to Q1.

- iii) 13 Financial Risk to public from Trees

In Q1 Clerk received correspondence from:

- a. Burrells garage reported 25/06/2024, Issue of overhanging branches from Kepple Lane Park. Clerk followed up with Wyre Council, not within scope of maintenance contract. The Town Council will have to investigate issue.
- b. Councillor Webster reported 02/07/2024, overhanging trees over footway on Moss Lane with the boundary of Moss Lane Park. Clerk following up with Wyre Council. It may be the same outcome as above point.

Clerk made contact with Wyre Council. On their approved contractors list are tree contractors Denis Rowlandson – DR Tree Surgeons and Ben Waller at HMA Treecare

To progress Clerk advising, site visit accompanied by a Cllr to meet contractor and seek quotation to address issues.

- iv) 15,16 & 21 are covered elsewhere on the agenda.

- v) 30 not applicable in Q1.

The risks will be discussed and action points noted.

11) **Asset Register – for decision**

Councillors are asked to approve the [asset register to 30 June 2024](#). No items have been added for Q1.

The Clerk is advising that a minimum value of £250.00 should be agreed to fulfil the paragraph 5.59 of Joint Panel on Accountability and Governance (JPAG) 2024 edition.

The insurance value excess figure for Property Damage is £250.00

5.59. Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

LALC have advised that asset for the register is something which could be sold on or needing replacement if stolen or damaged. Damaged or worn out flags could fall into this category.

12) **Amenities issues raised by member of public – for decision – photos in the Appendix**

The Committee are asked to comment on the issues raised.

- 1) The exit from Moss lane park onto Church street is too narrow. I have struggled to get our wheelchair through there and I have also witnessed other people (on mobility scooters) struggle to navigate through it. As it is next to Abbeyfield House (people on said scooters), this exit either needs to be made bigger or the barrier removed entirely. (pic attached)
- 2) On Hudson Park, between the rugby and cricket pitches there is a path running up/down to Millenium Green which is (just about) suitable for wheelchair access, but the other side (cricket pitch side under the old rail bridge) the access is poor and not conducive for wheelchair access. Could you please consider making both sides passable and wheelchair friendly. I realise you could go straight out of Hudson park onto Lancaster Road, but that then prevents the lovely riverside walk into town for wheelchair users.

The Clerk has contacted Alison Boden, Wyre Council who has responded that she is following up land ownership and responsibility for footpaths around Garstang flood gates and UU building

13) **Outstanding/In Progress Minutes Log – for decisions**

The Clerk has collated an [outstanding/in progress minutes log](#) for Councillors reference. The outstanding list of Amenities tasks are detailed on the log. Are there any additional tasks to be added?

The log will be circulated quarterly by the Clerk.

14) **Date of next meeting**

Tuesday 7.00pm, 8 October 2024.

Appendix

