



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Finance Committee Meeting, 29th October 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, 29 October 2024 at **7.00pm**.

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

Please contact the Clerk by 13.00, Tuesday, 29 October 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

23rd October 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, 8 October 2024 – for decision**
Councillors are asked to approve, as a correct record, the [minutes of the Finance Committee meeting held on 8/10/2024](#) (circulated on Teams).
- 5) **Budget 2025/26, RFO and Councillor Atkinson – for decision**
(All supporting papers can be accessed via Scribe and Teams).

Background: minute reference 167(2023-24), 21 October 2024

Resolved: Full Council accepted the recommendations of the Finance Committee as detailed in the Appendix and approved the draft budget V0.2. The Council made no further recommendations for the Finance Committee to consider at their meeting on 29/10/2024.

The shortfall precept figure amounted to £137,151.00 (Receipts £13,939.00, Payments 151,090.00).

An update on the pay increase for staff for the financial year 2024-25, has not yet been provided.

Committee members have been provided with the following reports:

- i) [Summary Forecast report 2024/25](#) and [monthly summary forecast report](#) at 23/10/2024.
- ii) [V0.3 Draft budget 2025/26](#). [The difference between V0.2 (approved by Full Council 21/10/2024) and V0.3 is that payments up to 23/10/2024 are included].
- iii) [Budget notes](#)
- iv) [Current EMR balances](#)

The Committee is asked to review/ recommend the following:

- a) Approve the Earmarked Reserves notes prepared by Councillor Atkinson and reviewed by the RFO, detailed in the Appendix. The update, if approved, will be published on the website to accompany the Reserves balances. It is hoped that the published notes will provide more detail behind the title of the reserve; to allow residents, of the town, to have a better understanding of what projects the monies are being saved for. The RFO has circulated the [current notes within the Scribe package](#).
- b) Approve any further changes to Earmarked Reserves balances
- c) Review the budget 2024/2025. (V0.3), for it to be considered by Full Council on 18 November 2024.

- 6) **Date of next meeting**
28 January 2025.

Appendix

Budget 2025/26 Timeline

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
Finance & Amenities Committee meet to consider budget	29 October 2024
Full Council consider 1 st draft of budget	21 October 2024
Finance & Amenities Committee meet to consider budget	8 October 2024
Full Council to consider objectives for the year ahead (2025/2026) to enable budget preparations to be made.	16 September 2024

Earmarked Reserves Notes

Name	Notes
Queen's Platinum Jubilee	Close
Kepple Lane playing field	Scope: - Maintenance costs for the full playing field and car park. - Replacement of existing play equipment and assets.
Legal & Consultancy contingency	Scope: - Unforeseen legal costs incurred within the financial year for council projects and operations.
Amenities	Scope: - Maintenance costs for council amenities, such as tree works and general minor enhancements. - Maintenance and renovation costs for the Pat Seed Garden and Lengthsmans container.
Reserves	Scope: - General reserves and election reserves as per the Reserves Policy. - To mitigate the council's potential risks (as per the risk register).
Civic Mayor boards	Scope: - Reserves in anticipation for additional mayoral boards, reserved in readiness for a location identified for the boards to be displayed.
Young Mayor charity monies	Close

Name	Notes
IT maintenance	Scope: - Maintenance and replacement of IT devices for council staff.
War Memorial	Scope: - Maintenance costs for the war memorial. - Replacement of existing assets.
Moss Lane playing field	Scope: - Maintenance costs for the full playing field. - Replacement of existing play equipment and assets.
Annual Town Meeting & Awards	Scope: - Reserves for additional or changes to the trophies. - Costs associated with running the ATM.
Youth Council funds	Close
Community Engagement	Scope: - Costs associated with undertaking community consultation and supporting community partnerships. - Reserves for commemorative community events (e.g. VE day) and national events (e.g. Jubilee celebrations).
Emergency Plan	Close
Heritage banners	Close
Greater Garstang Partnership Board	Scope: - Minimal running costs associated the GGPB.
New Community Investment	Scope: - Reserves to generate a fund for new capital investment for the benefit of the community. - Including expanding existing amenities sites, major asset enhancement, strategic asset acquisition (including but not limited to a community hall) and delivery of the council's strategic plan for the benefit of the local community. Resolutions: - 15 January 2024,207(2023-24) Precept/Budget 2024/2025 b iii) - 9 January 2024 Finance Committee 035(2023-24) The new EMR will cover community assets (not just a community hall).
Health and safety	Scope: - Ad hoc costs to ensure the town councils compliance with HSE requirements. Resolutions: - 20/11/2023 Full Council 167(2023-24) Precept/Budget 2024/2025 Code 23 H& S Move into an EMR if not spent 1/4/24 any underspend move into an EMR if not spent.

Name	Notes
Lengthsman Assets	Scope: - Reserves to fund capital investment in additional/replacement assets for the lengthsman. Resolutions: - 20/11/2023 Full Council 167(2023-24) Precept/Budget 2024/2025 Codes 31 & 32 If don't spend monies by end 2024 transfer any surplus monies into one EMR titled Lengthsman Assets.
Tree surveys	Scope: - Reserves to fund tree surveys on a bi-annual basis. Resolutions: - 20/11/2023 Full Council 167(2023-24) Precept/Budget 2024/2025 Code 38 Any underspend by end 2024 transfer to a new EMR Any underspend by end 2024 transfer to a new EMR.
Remembrance Sunday	Scope: - Recurring event running costs and reserves to fund potential risk (such as road closure costs). Resolutions: - 20/11/2023 Full Council 167(2023-24) Precept/Budget 2024/2025 45 Remembrance Sunday Any underspend by end 2024 transfer to a new EMR Any underspend by end 2024 transfer to a new EMR.
Allotments	Scope: - Costs associated with the capital costs for the renovation of the allotments. - Minor maintenance costs. Resolutions: - As per approved budget 15/1/2024
Community Hall	Scope: - Costs for scoping out and consulting on potential options for a community hall. Resolutions: - As per approved budget 15/1/2024
Drainage on Moss Lane Park	Scope: - Costs associated with the capital project costs to improve the drainage on the MLP football pitch. Resolutions: - As per approved budget 15/1/2024
Staff Contingency	Scope: - Costs associated with temporary staff to cover absence, overtime, recruitment, unexpected allowances and unforeseen increases. Resolutions: - As per approved budget 15/1/2024