



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## **Finance Committee Meeting, 28<sup>th</sup> January 2025 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, 28 January 2025 at 7.00pm.

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

Please contact the Clerk by 13.00, Tuesday, 28 January 2025, 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

23<sup>rd</sup> January 2025

# 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, 29 October 2024 – for decision**

Councillors are asked to approve, as a correct record, the [minutes of the Finance Committee meeting held on 29/10/2024](#).

5) **The Good Councillor's Guide to Finance 2025, RFO – for information**

[The Good Councillor's Guide to Finance](#) overviews the various aspects of parish and town council finance, written with the new councillor in mind. However, for more experienced members, it covers various topics that have evolved, noting that many parish and town council finance areas differ from those of principal authorities. As parish and town councils have grown and taken on additional responsibilities, budgets have increased to fund these extra services. Therefore, it is now even more critical that councillors can plan, discuss, approve and monitor the finances of their council with a level of understanding and knowledge.

6) **Receipts and payments account year end 2024/25 (Q3) – for decision**

The Committee are asked to approve:

- i) [Q3 receipts and payments](#) that includes a comparison with budget (assessed via Scribe and Teams) and
- ii) approve the [bank reconciliation at 31 December 2024](#) (assessed via Scribe and Teams).

*Councillors are asked to note Financial regulations*

*6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.*

7) **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) Point 2 Legal / H&S Failure to comply with requirements for operational legal and safety compliance.

Risk Assessments prepared for all assets and professional companies appointed to undertake compliance evaluations where needed.

**RFO response:** Risk assessments are ongoing. Consideration that equipment is now battery operated and not fuel operated.

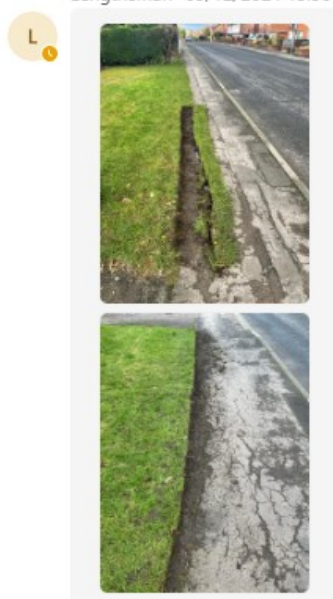
- ii) Points
  - 27 H&S Risks arising from Lone Working  
Lone working minimised where possible, lone working policy and procedures adopted.
  - 28 H&S Workplace hazards Risk assessments undertaken for all assets and communicated to staff.
  - 29 H&S Inappropriate workplace set up results in injury. Regular assessments of suitability of equipment.

**RFO response:** Point 27 Does the committee ask staff to enable find my iPhone to minimise risk of lone working? The Committee will be asked to determine accessibility to the app.

Action points 27-29 relating to Lengthsman's position. Risk assessments are ongoing. Lengthsman booked onto [Health and Safety at Work \(Short Online\)](#) and a first Aid course is being processed.

- 8) **Asset Register, RFO – to note and endorse**  
Councillors are asked to approve the [asset register to 31 December 2024](#). No items have been added for Q3, (value over £250).
- 9) **Outstanding and new tasks of Finance and Amenities Committee, RFO – for decision**  
The Committee is advised to action the list, where required, detailed in the Appendix
- 10) **For information (Lengthsman)**
  - a) Civic.ly App has been populated by the Lengthsman – all assets have been logged.
  - b) Example of work carried out by Lengthsman. Before & after photos of footway Lancaster Road – self explanatory

Lengthsman 09/12/2024 15:56



- 11) **Date of next meeting**  
29 April 2025

## Appendix

	Task (In Progress and Outstanding)	Reference	Discussion at Committee	Action
1	Allotments	Ongoing	Clerk seeking weekly updates from CP Placement Coordinator, Probation Service enquiring when they will be starting work and clearing the site. Is an alternative plan required?	
2	Butchers Court storage	.	<ul style="list-style-type: none"> <li>i) A couple of Councillors have asked the Clerk if the storage is secure and dry to house electrical equipment.</li> <li>ii) The Clerk is still seeking 2 sets of keys for new lock for staff</li> <li>iii) Clerk advising that a 'stock' take against asset register is actioned with Councillor &amp; Lengthsman.</li> <li>iv) Mayor's chair being homed at Booths</li> </ul>	
3	Financial Regulations 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.	Allows a signatory Councillor to place payments if the Clerk were ill/on long term leave. Enables business continuity.	Clerk seeking an authorised signatory who would be able to set up any payments. Question to Committee - when to implement.	
	<b>Kepple Lane Park</b>			
4	Scout hut car park - vehicle parking by non-	Witnessed by staff, conversations had with	Hatching of areas to keep access areas clear for the scout hut. The car park is being	

	<b>Task (In Progress and Outstanding)</b>	<b>Reference</b>	<b>Discussion at Committee</b>	<b>Action</b>
	users of the park and Scout Hut	Councillors and users of the Scout Hut	used by Wyre, TC & scout hut operatives - risk assessment	
5	Grass cutting contract not formalised with Wyre Council	168(2023-24) Full Council 20/11/2023 - Kepple Lane Park	Clerk in email communication with Wyre Council – seeking schedule of cuts for 2024. <a href="#">A list of some of the additional jobs</a> done recently has been shared with the Clerk	
6	Power supply for new Electrical equipment		<ul style="list-style-type: none"> <li>i) Clerk has received permission from Scouts &amp; Guides to use electricity, as long as used on separate meter.</li> <li>ii) Staff seeking meeting with electricians for quotes.</li> <li>iii) <a href="#">PAT requirements</a></li> </ul>	
7	Title deeds do not show up on land registry website		To be covered with review of Scout Hut Lease to come into effect May 2025. The Clerk is advising 2 Councillors join her on the review.	
8	Tenancy Agreement requires alteration due to incorrect boundary being detailed		As above	
9	Tree surveys		Clerk sought advice from Wyre <i>would you be able to signpost me to a suitable specification, detailing what checks I should be seeking from a surveyor, for a park environment and our War Memorial etc</i> <a href="#">Response received from Wyre 14/01/2025.</a> See summary below. The Clerk is suggesting 2 Councillors join her on the	

	<b>Task (In Progress and Outstanding)</b>	<b>Reference</b>	<b>Discussion at Committee</b>	<b>Action</b>
			review and putting a specification together for quotation.	
10	Full Council – Removal of ash tree. The Council further resolved that the removed tree is replaced with another tree.	19-Aug 2024 056(2024-25)	The Lengthsman has planted shrubs to deter mountain/push bikes from making a track in this area. Photo attached. The Clerk is asking if a tree is still required? Will report findings back to Full Council	
11	Goal mouth on Kepple Lane Park		Clerk delegated to Lengthsman to address. Any additional comment?	
12	Storage units require painting due to ASB		Lions community group to action, Town Council to pay for materials.	
13	Removal of old plastic planters (transferred to the Town Council)		Clerk & Lengthsman actioning with Councillor Pearson	
	<b>Moss Lane Park</b>			
14	Poor field drainage		In progress: 16/12/24 136(2024-25) The Town Council agreed, in principle, to the submission of the Moss Lane Park Improvements project to Wyre Council, via GGPB.	
15	Continued lack of drainage within the trampoline		How does the Committee wish to address this issue?	
16	Damage to fence around play area caused by strimming of grass		How does the Committee wish to address this issue?	
17	Plan for ex-Councillor Leech's Mayoral Funds		How does the Committee wish to address this issue?	

	<b>Task (In Progress and Outstanding)</b>	<b>Reference</b>	<b>Discussion at Committee</b>	<b>Action</b>
	which have been transferred to the Council			
	<b>Pat Seed Garden</b>			
18	Long term plan for repaving		How does the Committee wish to address this issue?	
	<b>War Memorial</b>			
19	Requires areas of re-pointing and inspection		How does the Committee wish to address this issue?	
20	No disabled access		How does the Committee wish to address this issue?	

### Summary of tree documents

The document "Hazards from Trees: A General Guide" outlines key considerations and practices for managing tree-related hazards in areas where people and property may be at risk.

1. It emphasizes the importance of risk assessment, which includes evaluating the likelihood and consequences of tree failures based on their defects, size, and proximity to frequently used areas.
2. Site occupiers have a legal duty to inspect trees regularly, especially those near public spaces, and must take reasonable steps to mitigate hazards, such as pruning, bracing, or felling dangerous trees.
3. Preventive measures like formative pruning, proper planting practices, and wildlife-friendly management are encouraged to reduce future risks.
4. The guide discusses the identification of hazards like decay, cracks, or unstable root systems and provides remediation techniques tailored to the severity of the issues.
5. Zoning of areas based on usage and risk levels, alongside adherence to legal and conservation regulations, ensures balanced management of safety, amenity, and ecological value.

The document "Management of the Risk from Falling Trees" provides guidance on assessing and mitigating risks associated with tree failures, particularly in public spaces.

1. It emphasizes that while the risk of fatality from falling trees is extremely low, duty holders must take reasonable measures to ensure public safety, focusing on trees near frequently accessed areas.
2. A systematic approach, such as zoning, is recommended to prioritize inspections based on public access and tree condition, avoiding unnecessary examination of all trees.
3. Regular visual checks by trained personnel are advised, with detailed inspections reserved for trees posing significant risks due to structural faults.
4. Legal responsibilities under the Health and Safety at Work Act and related legislation require managing risks to prevent injury or property damage while considering conservation and environmental values.
5. Enforcement guidance suggests balancing public safety with practicality, avoiding unnecessary felling, and focusing on maintaining healthy tree stocks through sound management practices.

Lengthsman 02/12/2024 09:00

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