



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Finance Committee Meeting, 29th April 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, 29 April 2025 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, 29 April 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

24th April 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, 28 January 2025– for decision**

Councillors are asked to approve, as a correct record, the [minutes of the Finance Committee meeting held on 28/1/2025](#) (circulated on Teams).

5) **Receipts and payments account year end 2024/25 (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).

Please note the circulated copies are not to be published; they detail confidential staff salaries.

6) **The Annual Governance and Accountability Return (AGAR) 2024/25, 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 2025 is Rachel Pearson, Account-ant Yorkshire Limited, who will undertake the internal audit on 14 & 15 May 2025.

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.

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) 20250331 Receipts and Payments account (detailed above)
- iii) [31/03/2025 Reserves balance](#) (RFO note transfers of end of year underspends not yet complete).

7) **85,000 limit – Review of bank accounts (Risk no 6 on the risk register).**

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.

- i) The [Nationwide account interest rate has recently been reduced](#) to 3.97/3.9% AER/gross p.a. (variable), paid monthly, with a Notice Period of 95 Days.

The Clerk is advising that the Town Council opens another bank account to save Reserves monies and adhere to the FSCS limit of £85,000 .

From SLCC Clerk Forum - Hinckley & Rugby Building Society - [Local Council 90 Day Notice Deposit](#)

This account is suitable for Parish and Town Councils who are looking for a safe place for their money and are happy to give 90 days' notice in order to withdraw from the account.

This account is not suitable for councils who are unable to maintain a balance of £1,000, or who require instant access to their money.

Recommendation to Full Council: Adhering to Financial regulations point 1.7 a Hinckley & Rugby Building Society - Local Council 90 Day Notice Deposit be opened with £x amount (monetary value to be determined by the Committee).

1.7. In addition, the council shall:

• *determine and regularly review the bank mandate for all council bank accounts;*

8) **Full Council Risk register, quarterly review – 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 and what have been addressed by staff:

a) Review the [Full Council risk register](#) (circulated on Teams).

Point 2, 28 and 29 Risk assessments for the Lengthsman have now been completed (Thanks to Lengthsman).

The Lengthsman is attending a Myerscough Ride on Mower course at Croxteth Park in Liverpool training 29/04/2025.

Point 7 Inappropriate level of insurance. The insurance was reviewed January to March 2025. New equipment of Lengthsman has been included in insurance.

The Lengthsman has successfully completed the First Aid at work course valid from 04/04/2025 – 03/04/2028.

9) **Asset Register**

Councillors are asked to approve the [asset register to 31 March 2025](#).

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

Wyre Council requires the details of the precept by 8 January 2026 ([outlined in their letter dated 02/04/2025](#)).

This will require the Town Council to determine the precept figure at the Town Council meeting on Monday 15th December 2025 with the condition and

assurance that the Tax base figure will be sent out to Parish & Town Council's on Friday 5th December 2025.

Town Council notify Wyre Council of precept figure	16 December 2025
Town Council meeting to recommend precept figure & recommend budget	15 December 2025
Tax base figure received from Wyre Council	5 December 2025
Full Council consider recommended 2 nd draft budget figure & precept from Finance & Amenities Committee	17 November 2025
Finance & Amenities Committee 2 nd meeting to consider feedback from Full Council meeting 20/10/25	Tuesday 28 October 2025
Full Council consider 1 st draft of budget	20 October 2025
Finance & Amenities Committee meet to consider budget	Tuesday 7 October 2025
Full Council to consider objectives for the year ahead (2026/2027) to enable budget preparations to be made.	16 September 2024

11) **Assistance of Lengthsman to neighbouring parishes – RFO for decision**

Leading on from Mr Mayor, Cllr Halford visiting neighbouring parish councils and advocating the following (received from Cabus Parish Council Clerk).

Below is an extract from the Cabus Parish Council meeting held on Monday 6 January 2025:

2449. PUBLIC PARTICIPATION

Mr Mike Halford, Mayor of Garstang, said that he was visiting all neighbouring Parish Councils to promote the value of working more closely, particularly on matters such as information sharing, collective initiatives, providing cover for Parish Clerks and Lengthsman.

Does the Committee wish to pursue this proposal and ask staff to produce a business report?

12) **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

13) **Date of next meeting**

Determined at Annual Town Council Meeting 2025.

For Information Only

- 14) **Clerk's Report**
a) **Lancashire County Pension Employer Rates 2025/26**
The future service rate effective from 1 April 2025 – 31st March 2026, is 25.5%.

Appendix

	Task (In Progress and Outstanding)	Reference	Last Committee Action 28/01/2025	Update/Discussion at Committee 29/04/2025	Action
1	Allotments	Ongoing	<p>Lengthsman to put a proposal together to clear the site. The task was delegated to the Clerk to implement, including any hire of tools. Costs to be met from the Allotment EMR and adhering to Financial Regulations.</p> <p>Councillor Pearson to make contact with Probation Service, to see if he can seek a response.</p>	<p>The Community Payback team finished on site on 19/03/2025. 8 plots to be made available – being marked out by Lengthsman. Expression of interest form live, closing date 30/4/25. New tenant meeting on site 7 May 2025. Seek quote for contractor to lay paving slabs for pathway.</p>	
2	Butchers Court storage	.	<p>i) Councillor Pearson stated that to the best of his knowledge the storage is secure and dry.</p> <p>ii) The Committee noted that Councillors Pearson & Allan have keys for storage unit. Councillor Halford to ask for 4 sets of keys for the passageway Gate (staff and Councillors Allan & Pearson).</p> <p>iii) Councillor Pearson offered to undertake a 'stock take' with the Lengthsman and note against the asset register.</p> <p>iv) Agree that the Chair should be continued to be held at Booths.</p>	<p>i) No further action ii) Staff now have keys iii) Lengthsman reported visit made – stock take? iv) No further action.</p>	
3	Financial Regulations 7.5. In the prolonged absence of the Service Administrator an authorised	Allows a signatory Councillor to place payments if the	The Clerk to set up Councillors Atkinson and Pearson with immediate effect.	Clerk/RFO to action	

	Task (In Progress and Outstanding)	Reference	Last Committee Action 28/01/2025	Update/Discussion at Committee 29/04/2025	Action
	signatory shall set up any payments due before the return of the Service Administrator.	Clerk were ill/on long term leave. Enables business continuity.			
	Kepple Lane Park				
4	Scout hut car park - vehicle parking by non-users of the park and Scout Hut	Witnessed by staff, conversations had with Councillors and users of the Scout Hut	The Committee agreed that an overall plan was required to address the parking and accessibility of the car park. Councillors Keyes and Pearson to assist the Clerk and Lengthsman. Parking areas that needed to be addressed included in front of fire exits, storage units, garage doors and in front of footpath. A report to be back to the next available Committee/Full council meeting.	Lengthsman proactive & arranged for hire of power brush from Wyre Council to sweep & clean car park. Next action hatching.	
5	Grass cutting contract not formalised with Wyre Council	168(2023-24) Full Council 20/11/2023 - Kepple Lane Park	If information (how many cuts took place in 2024) is still not forthcoming from Wyre officers, the Clerk was asked to contact Wyre Councillors for support. The Check to check when payment was due.	Clerk/RFO to action	
6	Power supply for new Electrical equipment		<ul style="list-style-type: none"> i) Clerk has received permission from Scouts & Guides to use electricity, as long as used on separate meter. ii) Staff seeking meeting with electricians for quotes. iii) PAT requirements 	i and ii completed iii) Clerk/RFO & Lengthsman to action	
7	Title deeds do not show up on land registry website		Councillors Keyes and Pearson to assist the Clerk with review of Scout Hut Lease to come into effect May 2025.	Clerk/RFO to action	
8	Tenancy Agreement requires alteration due to incorrect		Councillors Keyes and Pearson to assist the Clerk.	As above	

	Task (In Progress and Outstanding)	Reference	Last Committee Action 28/01/2025	Update/Discussion at Committee 29/04/2025	Action
	boundary being detailed				
9	Tree surveys		The Clerk was asked to respond back to the Tree Officer and ask what standards/specification Wyre Council use. The Clerk was advised to network with other Clerks for other specifications.	Clerk/RFO to action	
10	Goal mouth on Kepple Lane Park		Agreed. Also agree that a Facebook 'loan of metal detector' request be posted for the Lengthsman to try and locate the goal mouth sockets.	Lengthsman in conversation with Wyre Council has ascertained that there is just 1 goal mouth socket - not 2. No metal detector required.	
11	Storage units require painting due to ASB		Councillor Allan reported that this should take place early February (weather dependent).	Task completed.	
12	Removal of old plastic planters (transferred to the Town Council)		The Clerk was advised of people who could possibly assist.	To be removed when skip is hired to clear allotment site.	
13.	Boundary with Elite motors.				
	Moss Lane Park				
14	Damage to fence around play area caused by strimming of grass		Lengthsman to review and address with Councillor Pearson.	Inspection report submitted by Lengthsman	
15	Gate entrance	Finance Committee minute 012(2024-25)		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	

	Task (In Progress and Outstanding)	Reference	Last Committee Action 28/01/2025	Update/Discussion at Committee 29/04/2025	Action
		Cllr Atkinson		Gates on parks, gates should be pull, because a child will naturally lean/push and open them. Gates need to be heavier as the gates on MLP Children's park are too light and they have no lock on them. Doesn't feel safe having kids in the park especially when it is so near to Kepple lane.	
	Pat Seed Garden				
16	Long term plan for repaving		Lengthsman to provide a visual inspection report, on the surface, as the first step.	Inspection report submitted by Lengthsman	
	War Memorial				
17	Requires areas of re-pointing and inspection		A monthly visual check of War Memorial to be carried out by the Lengthsman. The Clerk to seek a professional inspection of War Memorial to assess what work is required.	Inspection report submitted by Lengthsman	
18	No disabled access			The Clerk to seek advice from the War Memorial Trust.	