



Garstang Town Council

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Garstang Scout and Guide

Headquarters

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Full Council Meeting, 17th February 2025 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 17 February 2025, 7.30pm.

Present

Chairman; Councillor Halford

Councillors present: Allan, Allard, Atkinson, Brooks, Halford, Keyes, Pearson, and Webster.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins, Wyre Councillor Robert Atkins, County Councillor Turner and PC Duff.

164(2024-25) Apologies for absence

Councillor Perkins.

Wyre Councillor Alice Collinson.

165(2024-25) Declaration of Interests and Dispensations

There were no Declarations of Interest declared or requests for dispensations.

166(2024-25) Public participation

The meeting was adjourned to allow members of the public to speak. A summary is provided below.

PC Duff introduced himself to the Council. Recent issues around Garstang included drug related crimes and drink driving incidents. ASOB had not been an issue recently.

County Councillor Turner addressed the concerns raised by Councillor Pearson about the dropped kerb outside the Arts Centre.

Wyre Councillor Dulcie Atkins reported on the 4 new Alderman at Wyre Council. Wyre Councillor Robert Atkins spoke about his involvement in recycling and fly tipping reviews.

The Mayor raised a question about Wyre Council's Legacy project funds. After a follow up email with Clare James, Director of Finance and Governance, he noted that there were no projects for Garstang on Wyre Council Plan priorities. The Wyre Councillors responded that the Town Council should be ready with projects to fund.

The meeting was reconvened.

167(2024-25) Announcements

Councillor Halford announced:

- i) His charity bingo event on 27/02/25
- ii) Town Awards – nominations were now open

168(2024-25) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 20 January 2025.

Resolved: The minutes of the meeting held on 20 January 2025 were confirmed and signed as a true record.

169(2024-25) Finance payments

- a) Councillors were asked to approve the payments, detailed vouchers 192 – 200, in the Appendix.

Resolved: Councillors approved the payment voucher numbers 192 – 200, as detailed in the Appendix.

- b) The Council was asked it wished to subscribe to CPRE Parish Council Membership at £60.00.

Resolved: The Council did not wish to renew the CPRE Parish Council Membership.

170(2024-25) Mayor and Deputy Mayor elect 2025/2026, Clerk

- i) Members were asked to approve the updated seniority list (updated to reflect Councillor Forshaw standing down).

Resolved: The Council approved the updated seniority list.

- ii) Members were asked to give consideration (with reference to Standing Orders point 5j,) and the Council approved seniority list to the appointment of:

- a) Mayor elect and
- b) Deputy Mayor elect

in readiness for the Annual Town Council meeting on Thursday 22 May 2025

Resolved:

a) Mayor elect; Councillor Webster was elected Mayor elect for the Civic year 2025– 2026. (Proposed by Councillor Atkinson and seconded by Councillor Allan).

b) Deputy Mayor elect; Councillor Allard was elected Deputy Mayor elect for the Civic year 2025– 2026. (Proposed by Councillor Keyes and seconded by Councillor Halford). Councillor Brooks abstained from the vote.

The Mayor congratulated both Councillors on their Mayor and Deputy Mayor elect appointments.

- iii) The Annual Town Council meeting (Mayor making) will be held at Booths [as per minute 17 June 2024 017(2024-25)].

Resolved: That the Annual Town Council meeting is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO from budget code 26 ATCM (Mayor Making).

171(2024-25) Arrangements for Civic Sunday 2025, Clerk

Resolved: That Civic Sunday is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO from budget code 27 Civic Sunday.

172(2024-25) Armed Forces Day, Saturday 28 June 2025, Clerk

Resolved: The Council approved 10.00am, 26/06/2025 for a Town Council 'Armed Forces Day flag raise' and that the event is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO with a limit of £75, from budget code 28 Civic Expenses.

173(2024-25) Annual Governance Review, Clerk/RFO

The Clerk/RFO reported that when completing the end of year Annual Return, Councillors are asked to confirm that the various internal control documents have been reviewed in the past 12 months. The Town Council has established a principle of conducting an annual governance review each February. Councillors were asked to review and approve the following documents that had been circulated to councillors:

a) Standing orders

NALC's model standing orders were last modified in April 2022.

Councillor Allan proposed an amendment that Sub Clause 5 J is extracted and inserted as a new Clause 26 Appointment of Mayor: Seniority Rules. New Clause 26 needs a minor amendment to the last line to replace the word "contain" with the word "remain".

Resolved: Councillors approved the amendment of a new Clause at 26 Appointment of Mayor: Seniority Rules and then approved the current standing orders.

b) Financial Regulations

The Council noted that NALC's model Financial Regulations (08/05/2024) had been used to update the Council's Financial Regulations which were approved on 19/08/2024.

Resolved: Councillors approved the current Financial Regulations; unamended from last year, 19/08/2024.

c) Schedule of Assets, at 31/01/2025

Resolved: Councillors approved the Schedule of Assets, at 31/01/2025.

d) **Risk management policy**

The policy was reviewed by Full Council on 20/5/2024, minute reference 305(2023-24). The Clerk is advising there are no amendments to approve.

Resolved: Councillors approved Approve the Risk management policy.

e) **Risk register**

Resolved: Councillors approved the Risk management policy.

f) **Publication Scheme Policy.**

Resolved: Councillors approved the Publication Scheme Policy.

g) **Investment strategy**

Resolved: Councillors approved the Investment strategy.

h) **Reserves policy**

Resolved: Councillors approved the Reserves policy.

i) **Grant policy**

Resolved: Councillors approved the Grant policy.

174(2024-25) 3 month probation period of the Lengthsman

Resolved: Council approved that, further to the meeting held on 11/2/2025, the Lengthsman's probation period had been successfully completed.

175(2024-25) Annual leave of Clerk

Resolved: Council approved that the Clerk could carry forward 1.5 days Annual Leave, into the following leave year (2025/26).

176(2024-25) Town Crier, Councillor Perkins

Resolved: This item was deferred until March's Council meeting.

177(2024-25) Cash Access UK. Garstang Banking Hub, Clerk

The Council noted correspondence from Cash Access UK and that they would be bringing a Banking Hub to Garstang - bringing cash and everyday banking services to your community.

Resolved: Council approved that the Clerk and Councillors Allan and Keyes meet with the engagement Officer, on Teams, to find out more about keeping the community up to date with developments, as they prepare the Banking Hub for opening.

178(2024-25) Wyre Council, Garstang skate park consultation

The Council noted that Wyre Council were carrying out a consultation of the Garstang Skatepark.

Resolved: Council approved that the response is delegated to the Clerk. The Clerk was asked to include in the response that the monitoring and recording numbers, age group and use of the groups by the YMCA would be incorrect as part of the equipment is either not fit for purpose or missing. The Council supported the skatepark as it is a well-used asset.

179(2024-25) Strengthening the standards and conduct framework for local authorities in England

The Council noted that the consultation sought views on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

Resolved: The consultation response was delegated to the Clerk in consultation with Councillor Atkinson. The Council agreed that the standards and conduct regime be conducted by a monitoring officer who was independent of the Town Council.

180(2024-25) Garstang AFVBC, Councillor Allan

Resolved: The Town Council approved the request of the Garstang AFVBC to hold an event to celebrate VE Day 80 on Saturday 10th May 2025 in principle subject to receiving a completed application form to hire the park. The Council **further resolved** that delegated authority be given to the Clerk to approve the detail set out in the application form, in consultation with the Mayor and Deputy Mayor.

181(2024-25) Section 106 funding update Garstang, Councillor Keyes on behalf of working group

Resolved: That the Clerk writes to Integrated Care Board (ICB) thanking them for the update and that the Town Council want to enhance the position that the current Planning Application between Nateby Marina and the A6 has not received Care Funding and that the Integrated Care Board should take this into consideration when the next development that comes forward.

182(2024-25) Greater Garstang Partnership Board, Councillor Pearson

A copy of the minutes of the meeting 14/01/2025, had been circulated on Teams. The next meeting is to be held on 11/03/2025. Councillor Pearson reported that expenditure on the High Street, Cherestanc Square and Weinds schemes was on schedule (albeit with pressure being very tight) to be completed by end of March 2025. Councillor Pearson to speak with Wyre tomorrow. 18/02/2025, about a contingency plan if it looks like the earmarked monies are not going to be spent on the above projects.

183(2024-25) Britain in Bloom North West Entry 2025, Councillor Pearson and the Clerk

Resolved: That the Town Council enters Kepple Lane Park into the Local Authority Parks Small category at no cost to the Council.

184(2024-25) LALC, Buckingham Palace Royal Garden Party invite 2025, the Clerk

Resolved: The Council gave retrospective approval for the application to be submitted to for the Mayor, Councillor Halford to attend a Garden Party at Buckingham Palace on Tuesday 20/05/2025.

185(2024-25) New class for larger communities in the Best Kept Village (BKV) Competition, Councillor Pearson

Resolved: That the Town Council does not enter the New class for larger communities this year, but will consider the application with a view to entering next year.

186(2024-25) Statement of Accounts – for information

Adhering to Standing Orders 17c) the Clerk reported that Councillors can access the accounts to 31/12/2024 on Scribe.

187(2024-25) Items for next Council monthly agenda

Councillors are asked to raise matters to be included on the agenda and 'Report of other representatives and projects' for the meeting of the Town Council on **17 March 2025** by notifying the Clerk by **9 March 2025**. The item should specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which he will be expected to discuss i.e. it needs to specify either what the proposal is and that a decision is required or whether the item is for information only.

The Clerk has produced an [agenda item template](#) to assist Councillors collate their agenda item. The template can be found on Teams – Full Council.

The Meeting Finished at: 8.47pm

For Information Only

188(2024-25) Clerk's Report

a) Resignation of Councillor Forshaw

To note that Councillor Forshaw resigned from the Council on 27/01/2025. Wyre Council has been notified and the Clerk has displayed a notice of Casual Vacancy. Wyre will let the Clerk know whether the council can go-ahead with co-option on 4/3/2025.

b) Clerk's Training

The Personnel Committee noted that the Clerk had registered on The Principles of Internal Auditing Local Councils (PIALC); an online sector specific learning course designed to establish a more regulated and standardised process for internal auditing within local councils. The cost is £144.00, of which the Clerk has secured 50% of the funding from SLCC Lancashire branch.

c) Lancashire County Council - Updated Lancashire Parish and Town Council Charter

The [updated Parish and Town Council Charter](#) can be found on the LCC website:

We worked with the Lancashire Association of Parish and Town Councils (LALC) and Society of Local Council Clerks (SLCC), together with representatives of individual parish and town councils to refresh and update the Charter in Autumn 2024. It includes a number of links to LCC services, as well as a useful directory at the end. Copies were also circulated at the Parish Conference in November.

189(2024-25) Councillor Report

a) Mayor, Councillor Halford - Wyre Council – Legacy Fund

Further to minute 150(2024-25)

Wyre Councillor Robert Atkins advised that 'As we both indicated at your last meeting, there will be no funds available unless and until the proposed council devolution happens.

The other PCs were wrongly advised'.

Wyre Councillor Dulcie Atkins replied to the Clerk's question of, 'have you sought clarification from the leader, as minuted at January's meeting, or is this issue now closed with yourselves'? with 'I think Wyre Councillor Robert Atkins has explained the position'.

The Clerk emailed Clare James, Director of Finance and Governance, 10/02/2025, asking the following questions:

- i. the latest position on the Legacy Fund,
- ii. the terms and conditions of the funding,
- iii. Advise the Town Council of the closing date to apply for the funding.

The following response was received 10/02/2025:

Initial discussions about potential projects we may want to pull forward have commenced but it's very early days. No application process has commenced

and it's not clear whether one will be needed as the focus is currently on [Council Plan priorities](#). There may be an application process in relation to UKSPF funding in 25/26 but again, this is yet to be determined.

b) Councillor Pearson – Allotments update.

- i. The Community Payback Memorandum of Understanding was signed by the Clerk on 30/01/2025. The Parties shall undertake the Placement(s) to achieve the following key objectives:
 Clear overgrowth to Garstang Allotments.
 Trim / prune trees, remove weeds to raised vegetable beds .
 Cut grass and re-establish paths.
 Cut down brambles.
 General garden maintenance.
 General Maintenance
 Litter Picking
- ii. The Clerk is in contact with the Officer, Probation Service. It is anticipated that the team will start at the end of February/early March 2025.
- iii. Finance & Amenities Committee minutes 8/10/2024 detail:
 020(2024-25) Review of income streams as per financial regs, RFO
 The Committee noted the Town Council's financial regulations point 13.2. The allotment and scout hut rent was discussed.
 a) Allotments rent
 Resolved: Setting of the rent for the allotments (after the plot has been cleared and the new plots marked out) was delegated to the RFO in consultation with the Chair, Councillor Atkinson and Councillor Pearson, who is the lead Councillor on the allotment project.

190(2024-25) Outside body representatives

None received

191(2024-25) Mayor's engagements

04/01/2025	Armed Forces Veterans Breakfast Club
06/01/2025	Cabus Parish Council
09/01/2025	Talking Café - Mayor Guest Speaker
14/01/2025	Claughton-on-Brock Parish Council Meeting
28/01/2025	Age UK open Day
30/01/2025	Nether Wyresdale Parish Council Meeting
02/02/2025	Cry Screening Garstang High School
03/02/2025	LCC Thankyou to Bloomers
06/02/2025	Memory Café Christmas Party No. 19

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
200	17/02/2025	£ 20.00	£ -	£ 20.00	Annual subscription	Wyre Council	Unity Trust Bank
199	17/02/2025	£ 120.00	£ 24.00	£ 144.00	Training	SLCC Enterprises Ltd	Unity Trust Bank
198	17/02/2025	£ 25.30	£ 5.06	£ 30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
197	17/02/2025	£ 58.80	£ 11.76	£ 70.56	Subscription charges	Microsoft (Microsoft)	Lloyds Bank
196	17/02/2025	£ 22.83	£ 4.57	£ 27.40	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
195	17/02/2025	£ 78.58	£ 15.72	£ 94.30	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
193 & 194	17/02/2025	£ 3,438.24			Staff salaries	Staff costs "Salary to be paid electronically on 26/02/2025, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004', Lengthsman NJC point 4 – 6 Salary Scale.	Unity Trust Bank
192	12/02/2025	£ 1,315.78	£ -	£ 1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland