



# Garstang Town Council

Town Clerk: Mrs E Parry

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, 19<sup>th</sup> May 2025 Agenda

### **Councillors and members of the press & public**

You are summoned to attend the meeting of the Council to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,  
Windsor Road, Garstang, PR3 1EX  
on Monday, 19 May 2025 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 19 May 2025, to express your interest in attending the meeting. This helps Council answer your questions on the evening.

### **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

14<sup>th</sup> May 2025

# Agenda

- 1) **Apologies for absence**  
To receive apologies for absence.
- 2) **Declaration of Interests and Dispensations**  
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
- 3) **Public participation**  
The Mayor 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.  
The Clerk is reminding Councillors of standing orders applying to public question time:
  - 3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
  - 3h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
  - 3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- 4) **Announcements – for information**
- 5) **Minutes of the last meeting – for decision**  
Councillors are asked to approve, as a correct record:
  - i) the minutes of the meeting held on 23 April 2025.
  - ii) the extraordinary meeting held on 13 May 2025.
- 6) **Finance payments – for decision**  
Councillors are asked to approve the payments, detailed vouchers 18 – 31, in the Appendix.
- 7) **Deputy Mayor insignia, Clerk – for decision**  
The Deputy Mayor elect Councillor Perkins has sought advice from the Clerk about the wearing of the Deputy Mayor insignia in the presence of the Mayor.

For clarity, the Clerk is recommending that the following is adopted as a policy statement.

## **Recommendation to Council: Support By Deputy Mayor**

The Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unavailable or has another engagement. If the Mayor is not present at a Full Council meeting, the Deputy Mayor shall preside (as per standing orders point 3p).

In effect, the Deputy Mayor has no standing as Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when they are deputising for the Mayor rather than acting as Deputy.

Notwithstanding the presence of the Mayor, the Deputy Mayor is permitted to wear insignia at Civic Events within and outside the Town.

8) **Celebration 80 years since VJ Day 15/08/2025, Councillor Perkins - for decision**

After the unmitigated success of the VE celebrations it would be fitting to also celebrate the final end of the Second World War on 15th August; VJ Day. Those fighting in Japan became known as 'the forgotten army.' Let us in Garstang not forget, by holding a similar ceremony.

We could invite the local parishes to be involved again taking the same format as VE Day; Flag raising in the morning, Ceremony on Chesrestanc Square in the evening.

I would be happy to lead it as I feel so strongly about it.

Other councillors invited to form a small organisational group with me.

**Proposal:** Are Council wishing to recognise and celebrate 80 years since VJ Day?

9) **Greater Garstang Partnership Board, Councillor Pearson – for discussion and decision**

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.

Reference documents:

The [agenda for the meeting on Tuesday, 12/05/2025](#) has been circulated.

**For decision** - The Council's views are sought on the [display boards correspondence from Mark Fenton, Wyre Council](#):

Wyre Council values your input on this matter and would welcome new suggestions, or endorsements of the sites suggested.

10) **Opening of Hinckley & Rugby Building Society Bank, Recommendation from Finance Committee – for decision,**

**Recommendation to Full Council:** Adhering to Financial regulations point 1.7 and the Financial Services Compensation Scheme (FSCS) limit of £85,000, a Hinckley & Rugby Building Society - Local Council 90 Day Notice Deposit be opened with £75,000 amount.

*1.7. In addition, the council shall:*

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

Further recommendation from RFO (after taking advice from LALC)

On closer examination of the account 'any one signatory can instruct a transfer of funds from this account to the council's nominated account'. The Clerk is advising that **to operate the account the clerk would have authorisation from council to move the monies into the Unity bank account (as per**

**Financial Regulations point 5.15).** Financial regulations to be amended at 7.1 for this exception.

11)

**LALC's 2025 Conference, Clerk – for decision**

The Conference is programmed for 7 June 2025 at The Delta Marriot Hotel, Preston £50 per place for members, non-members £65. There will be sector speakers, exhibitors and networking time. Councillors Keyes and Perkins have indicated that they would like to attend.

**Recommendation to Council:** That Councillors Keyes and Perkins attend the conference. The payment to me made from Code 21 Training.

12)

**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 **16 June 2025** by notifying the Clerk by **8 June 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.

13)

**Clerk's Report**

**a) Welcome to Lancashire Fire and Rescue Service's latest newsletter, Hot Topics.**

This [publication](#) contains news about our Annual Service Plan, wildfire prevention, our donation of firefighting equipment to Ukraine, and more.

**b) Wyre Council - Parish Council - Local Plan & S106 briefing on 14/05/2025.**

The Clerk attended the above event with councillors Perkins and Webster. The purpose of the briefing was as follows:

Over recent months, the council is mindful that it has received various enquiries from parish councils regarding S106 monies. We thought that it may be beneficial to hold a briefing session with the parishes to provide an overview and answer any questions they may have. We also thought it would be beneficial to provide you with an update on the progress with the emerging local plan in light of ongoing planning reform and also an overview of the neighbourhood planning system, which we understand some parishes are also interested in.

14)

**Councillor Report**

**a) Councillor Pearson – Allotments update.**

8 plots were advertised for expressions of interest to be registered in April. 59 expressions of interest were received; 30 of these expressions were from non-residents of the Township of Garstang.

The successful 8 applicants were notified and attended a site meeting on Tuesday 13/05/2025 to meet the council staff and Councillors. Myself, along with Councillor Atkinson (Chair of Finance & Amenities Committee) attended. All new tenants were assigned either a ½ plot (4 available) or a ¼ plot (4 available). All new tenants were very pleased to have been given an allotment and are eager to start cultivating their plot.

**b) Councillor Webster – Civic Sunday.**

Please put Sunday 25th May 2025 in your diary for the Civic Sunday service; 10.30am St Thomas' Church, Church Street, Garstang.

**c) Councillor Keyes, Section 106 funding update Garstang.**

The Clerk and myself attended a meeting with Jacinta Edgar, Business Partner, Garstang Medical Practice and Philip Hargreaves, Head of Estates, NHS Lancashire and South Cumbria Integrated Care Board on 30/04/2025. [The meeting notes have been circulated.](#)

**d) Councillor Perkins, Council surgery, 10/05/2025.**

Councillors Perkins, Keyes and Brooks attended the surgery at the library.

No residents of the town attended.

15) **Outside body representatives**

None received

16) **Mayor's engagements**

19/04/2025	Girl guide Garstang and District Duck Race Stall
19/04/2025	Catterall Egg Hunt in aid of Garstang Scouts visit to Malawi
21/04/2025	Blooming Churchtown Bunny & Butterfly trail
21/04/2025	Cricket Family Day Women's and Girls 11+
21/04/2025	St Thomas Easter Trail
21/04/2025	Calder Vale Bluebell Tea
27/04/2025	Pilling Old Car Club's 'Drive It Day 2025'.
29/04/2025	Garstang Talkin' Tables
01/05/2025	Garstang Musical Production's Stage to Screen
03/05/2025	Middle Holly Charity Plant Sale and afternoon Tea
03/05/2025	Garstang Wslking Festival Dawn Chorus
03/05/3025	Veterans Table Top Sale
03/05/2025	Garstang Walking Festival To the Fells and Back
03/05/2025	Moodra Therapy Hub Official Opening
05/05/2025	Girlguiding Garstang and District Duck Race
05/05/2025	Kirkland Street Party Proclamation
05/05/2025	Garstang Millennium Green 25 Year Celebration
05/05/2025	Waking Festival Coronation Walk
05/05/2025	Station Way VE Day Street Party
08/05/2025	VE Day Flag Raising Garstang War Memorial
08/05/2025	VE Day Flag Raising Kepple Lane Park
08/05/2025	VE Day 2 Minute Silence at the Market Cross
08/05/2025	VE Day Bell Ringing St Thomas Church
08/05/2025	VE Day Beacon Lighting
10/052025	Cabus WI Coffee Morning
10/08/2025	AFVBC Picnic in the Park
10/05/2025	Garstang & District Heritage Club VE Day exhibition
11/05/2025	VE Day Memorial Service Blackburn Cathedral
13/05/2025	Millennium Green Exhibition - Booths Cafe
14/05/2025	Charity Beading - Save the Children Garstang
21/05/2025	Garstang & District Camera Club annual Dinner

## Appendix

### 1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
31	19/05/2025	£68.54	£13.72	£82.26	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
30	19/05/2025	£128.00	£25.60	£153.60	Lengthsman machinery	Wyre Council	Unity Trust Bank
29	19/05/2025	£280.42	£56.08	£336.50	Trophies and Engraving	S Carr & Son Limited	Unity Trust Bank
28	19/05/2025	£225.00	£0.00	£225.00	Musicians	Pilling Jubilee Silver Band	Unity Trust Bank
27	19/05/2025	£688.44	£0.00	£688.44	Annual subscription	LALC (Lancashire Association of Local Councils)	Unity Trust Bank
26	19/05/2025	£22.92	£4.58	£27.50	Supplies	Bradshaws	Unity Trust Bank
25	19/05/2025	£25.30	£5.06	£30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
24	19/05/2025	£180.00	£36.00	£216.00	Preparation of payroll	Towers+Gornall	Unity Trust Bank
23	19/05/2025	£58.80	£11.76	£70.56	Subscription charges	Microsoft (Microsoft)	Lloyds Bank
22	19/05/2025	£1,315.78	£0.00	£1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
21	19/05/2025	£27.96	£5.60	£33.56	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
20	19/05/2025	£24.65	£4.93	£29.58	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
18 & 19	19/05/2025			£3,497.21	Staff salaries	Staff costs "Salary to be paid electronically on 23/05/2025, 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

2) **Item 10: Opening of Hinckley & Rugby Building Society Bank,  
Recommendation from Finance Committee, Clerk**

**Resolution**

This is to certify that at a meeting of the \_\_\_\_\_ Council  
on (date)\_\_\_\_\_ the committee agreed to open a Local Council Easy Access / 45 Day  
Notice / 90 Day Notice (delete as appropriate) deposit account with Hinckley & Rugby Building Society.

The following committee members, one of whom is the Proper Officer / Responsible Financial Officer,  
shall be named signatories on the account, and any one signatory can instruct a transfer of funds from this  
account to the council's nominated bank account.

PRINT FULL NAME of signatory one	
PRINT FULL NAME of signatory two	
PRINT FULL NAME of signatory three (if applicable)	
PRINT FULL NAME of signatory four (if applicable)	

I confirm that all details are correct and accurate.

SIGNATURE of Proper Officer / Responsible Financial Officer	
Date	