



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 16th June 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, 16 June 2025 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 16 June 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

11th June 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.

For information: Annual prompt check from the Clerk. Councillors are reminded to review their [Register of Interests](#). Please notify the Clerk of any changes so updates can be recorded and signed accordingly. The Clerk will bring the 'Declaration of Interests' file along to 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 19 May 2025](#).
- ii) the [Annual Town Council meeting held on 22 May 2025](#).

6) **Finance payments – for decision**

Councillors are asked to approve the payments, detailed vouchers 48 – 57, in the Appendix.

7) **Year-end accounts and Annual Governance and Accountability Return 2024/25 Part 3, 1 April 2024 – 31 March 2025, Clerk/RF0 – for decision**

Councillors are asked to consider the following:

a) **Internal Audit, Annual Governance and Accountability Return Statement**

The Council are asked to receive and note the [Annual Governance and Accountability Return Statement](#) and [Annual Internal Audit Report 2024/25](#).

b) Statutory receipts and payments 31/03/2025

The Council are asked to approve [the statutory receipts and payments 31/03/2025](#), (confidential document contains staff salaries).

Background:

The Finance Committee, met on 29/04/2025, and resolved the following, minute 050(2024-25):

The RFO had circulated:

- i) draft section 2, for comment
- ii) 20250331 Receipts and Payments account
- iii) Reserves balance (RFO note minute 050(2024-25) - transfers of end of year underspends not yet complete).

The Committee received the report from the RFO. No questions were raised.

c) Section 1, Annual Governance and Accountability Return Statement.

The Council are asked to complete and approve [Section 1, Annual Governance Statement](#).

d) Section 2, Annual Governance and Accountability Return Statement.

The RFO has completed, signed and dated Section 2. The Council are asked to approve [Section 2, Accounting Statement](#). See Finance Committee, 23/04/2024 background information above (at point b).

e) Commencement of the period for the exercise of public rights

The Council are asked to note [the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return](#). The dates are Thursday 19 June 2025 - Wednesday 30 July 2025. Any person interested has the right to inspect and make copies of the accounting records for the financial year ending, 31 March 2025, between these dates.

8) Remembrance Sunday 9 November 2025, Councillor Allan - for decision

The Full report is detailed in the Appendix.

Proposal: That Full Council approves the organisation of the 2025 Remembrance Sunday event and the project team and additional Councillors.

To delegate all payments to the Clerk, in line with financial regs 4.1. The costs incurred by Town Council to be allocated to budget code 45 (budget £750).

9) Mapping of Directional Sign Posts, Council Notice Boards and Blue Plaques, Councillor Allan – for decision

Proposal: That Full Council approves the production of the map as set out in the proposal by the end of June.

10) 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 [minutes of the meeting on Tuesday, 13/05/2025](#) have been circulated.

11) **Publicity & Engagement with Community - Council surgery dates and Green Focus magazine team, Councillor Perkins and Clerk – for decision**

The proposals are:

- a) to move the Council surgery to Booths to attract more footfall. Meet in September, November, 2026 -January , March and May on a Saturday between 10.00am and 12 noon.
- b) Each surgery to be attended by two Councillors, with a third Councillor on standby in case they are required.
- c) To invite County Councillor James Tomlinson (who has approached the Clerk about attending the Town Council surgeries) and Wyre Councillors to attend alongside. Attendance would offer a valuable opportunity for residents to also engage with their County and Borough representatives on local matters.
- d) For the Clerk to purchase a [pull up display board](#) - detailing Garstang Town Council.
- e) Lanyards/name badges for all Councillors.
- f) The Clerk advises that all Councillors contribute to the Town Council column in the *Green Focus* magazine, together with the Clerk. The Clerk will coordinate and organise contributions.
- g) To delegate points a) to f) to the Clerk to organise and purchase in consultation with the Mayor and Deputy Mayor. Payments to be made from budget code EMR 56 Community Engagement (Costs associated with undertaking community consultation and supporting community partnerships).

12) **Mike Halford Council Representative Trustee, Town Trust – for decision**

The Town Trust Clerk has communicated the following; I have it in my book that Mike Halford's term of office on the Trust is up for renewal for another 4 year or replacement.

Recommendation to Council: Does the Town Council wish to renew Councillor Halford's as a Town Council representative on the Town Trust?

13) **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 **21 July 2025** by notifying the Clerk by **13 July 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.

For Information Only

- 14) **Clerk's Report**
To remind Councillors of the [training courses held at LALC](#). Please advise the Clerk if you wish to attend. There is a training budget to cover the cost.

- 15) **Councillor Report**
Councillor Pearson – Allotments update.
A skip has been ordered for the site, scheduled 11/06. The Lengthsman and tenants to assist clearing the on site waste along with waste at the Scout Hut.

- 16) **Outside body representatives**
LALC Conference 7th June 2025 – Councillor Perkins.
Attended by Councillors Perkins and Keyes
Presentations were given by:
Luke Trevaskis Clerk to Morecambe Town Council
Daniel Purchase Breakthrough Communications
Jonathan Owen Chief Executive NALC
Mel Aspen Hinckley and Rugby Building Society
Ian Wright LCC Treescapes
LCC Cabinet Member for Rural Affairs, Environment and Communities was in attendance and assured the meeting that he would work closely with local councils and parishes to ensure that their voice was heard at all levels.

It was mentioned twice during the day that our clerk was highly thought of by LALC.

Power point and notes are to be sent to the clerk for distribution to Council.

- 17) **Mayor's engagements**

Date	Event
22/05	Annual Town Meeting
24/05	Arts Centre Craft Fair
24/05	Churchtown & District Children's Festival
25/05	Civic Sunday at St Thomas' Church
26/05	Garstang Children's Festival
27/05	Investiture of the Mayor at Preesall Town Council
31/05	Catterall Gala
06/06	Open evening at Garstang's new Community Sports Hub
07/06	Barnacre with Bonds Community Event
11/06	Arts Centre, Save the Children Fundraiser

Deputy Mayor engagements on behalf of the Mayor

Date	Event
26/05	Garstang Children's Festival Tableaux presentation
14/06	Wind in the Willows
15/06	Open Garden at Calder House Lane.

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
57	16/06/2025	£41.94	£0.00	£41.94	Plants ATCM (Mayor making)	Reimbursement Councillor Halford –	Unity Trust Bank
56	16/06/2025	£30.00	£0.00	£30.00	Annual subscription	The Ancient & Honourable Guild of Town Criers (AHGTC)	Unity Trust Bank
55	16/06/2025	£307.50	£61.50	£369.00	Internal Audit	Rachel Pearson (Account-ant (Yorkshire) Limited)	Unity Trust Bank
54	16/06/2025	£6,488.00	£1,297.60	£7,785.60	Playground inspections and general maintenance	Wyre Council	Unity Trust Bank
53	16/06/2025	£25.30	£5.06	£30.36	Monthly Management Fee	James Reilly (Easy Web Sites Ltd)	Unity Trust Bank
52	16/06/2025	£1,315.78	£0.00	£1,315.78	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
51	16/06/2025	£27.49	£5.51	£33.00	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
50	16/06/2025	£98.65	£6.55	£105.20	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
48 & 49	16/06/2025	£3,471.31			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 9: Remembrance Sunday 09 November 2025, Councillor Allan**

1.0 **Proposal:**

That Full Council approves the organisation of the 2025 Remembrance Sunday event and the project team and additional Councillors as set out below.

To delegate all payments to the Clerk (as set out below), in line with financial regs 4.1. The costs incurred by Town Council to be allocated to budget code 45 (budget £750).

Remembrance Sunday falls on 9th November 2025.

For 2025 the Remembrance Sunday proposal is in several parts;

- a) To undertake the Organisation of the Garstang Remembrance Sunday event in 2025 and that Councillor Allan leads the Project with a team of Councillor Pearson with two other Councillors, the Clerk and Councillor Brooks providing timekeeping for the War Memorial Service. The 2025 Project will use the 2024 Plans and Action Lists enhanced by the feedback received at the 2024 event “wash up” review. The wider project team will include representatives from the Armed Forces and Military Veterans Breakfast Club, St Thomas’s Church and the Garstang Lions.
- b) That Council delegates authority to the Clerk to;
 1. request a cost from The Pilling Band and provisionally book them for the 2025 event to secure their services.
 2. prepare and submit the required Road Closure applications. The documentation from Remembrance Sunday 4 will be used in the preparation of the November 2025 Road Closure Applications
 3. Obtain costs and place orders for programmes for use in St Thomas’s Church and at the War Memorial.
 4. Obtain costs and place orders for refreshments at the Arts Centre after the Remembrance service at the War Memorial.
 5. Invite dignitaries and community groups to attend the Parade and Services.
 6. Obtain a cost and provisionally book Event Management & Training to provide First Aid cover for the event.

Background Information:

At the Full Council meeting in January 2022 the following resolution was passed, 2021/22 207 a) Full Council agreed to undertake the organisation of the Garstang Remembrance Sunday event in 2022 and thereafter. The core Council Team for November 2022 was Councillor Allan, Councillor Atkinson and Councillor Pearson. The Core Councillor team in 2023 was Councillor

Allan, Councillor Allard and Councillor Pearson with Councillor Brooks as the Timekeeper on the day of the event. In 2024 The Core Councillor Team was Councillor Allan, Councillor Allard, Councillor Forshaw and Councillor Pearson with Councillor Brooks as the Timekeeper on the day of the event. With the resignation of Councillors Allard and Forshaw, the team for 2025 will need two new members.

Background Documents:

none

Yes	Yes/No	Detail
Staffing Implications	Y	The Clerk will be required to spend up to 5 days of effort
Council objectives	Y	Decision
Equalities & diversity	N	
Community safety	N	Risk Assessments will be completed by TC and HOGs. Lions will provide event Marshals
Sustainability	N	
Climate change and environmental issues	N	
Information and Communication Technology (ICT)	N	
There will be financial implications	Y	First Aid, Printing, Pilling Band and Arts Centre
There is provision within the budget	Y	Costs covered by budget Code 45 Remembrance Sunday £750.00
Decisions may give rise to additional expenditure	N	
Decisions may have potential for income generation	N	
Asset management	N	
GDPR - Data Privacy Impact Assessment	N	
Other legal considerations:	N	
Risk Management (including health and safety)	Y	Risk Assessments to be prepared

3) Item 10: Mapping of Directional Sign Posts, Council Notice Boards and Blue Plaques, Councillor Allan

1.0 **Proposal:** We have been asked to produce a map of the Township showing the location of all directional signposts together with the 5 Town Council Information Boards and a list of all Blue Plaques with their locations. This request has come to GGPB from the UKSPF manager Mark Fenton who

has indicated there may be some funds available. Depending on funds this would enable the Town council to repair, replace or update these info signs. He has requested that we produce the base line information by the end of June.

The recommendation to Council is:

That Full Council approves the production of the map as set out in the proposal by the end of June.

Background Information:

Directional signage has been talked about and was on the task list for some time and was included in the GGPB Regeneration Framework. There are 4 categories of signage, 1. Wooden Finger Posts, 2. Town Council Notice Boards x 5, 3. Tourist Brown Road Signs and 4 Blue Plaques. This task could be completed using the Parish maps held by our Lengthsman.

The Blue Plaques have been partially catalogued by the Garstang & District Heritage Society.

Background Documents:

none

Yes	Yes/No	Detail
Staffing Implications	Y	Lengthsman time
Council objectives	Y	Decision
Equalities & diversity	N	
Community safety	N	
Sustainability	N	
Climate change and environmental issues	N	
Information and Communication Technology (ICT)	N	
There will be financial implications	N	
There is provision within the budget	N	
Decisions may give rise to additional expenditure	N	
Decisions may have potential for income generation	N	
Asset management	N	
GDPR - Data Privacy Impact Assessment	N	
Other legal considerations:	N	
Risk Management (including health and safety)	N	