



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, 16<sup>th</sup> February 2026 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 February 2026 at 7.30pm.

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

Members of the public are welcome to attend the meeting without prior notice. However, to help the Council prepare responses to questions, please contact the Clerk by 13.00 on Monday, 16 February 2026 if you wish to express an interest in attending.

### **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

11<sup>th</sup> February 2026

# 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, the [minutes of the meeting held on 19 January 2026](#).

6) **Garstang Sports Hub Support, Councillor Webster – for decision**

A member of the public has contacted the Mayor seeking the Town Council's support for a proposed 3G multi-use, all-weather sports facility in Churchtown, on the outskirts of the village. The project lead is expected to attend the meeting to answer members' questions.

The proposal is a private venture led by local residents with strong links to community sports clubs. There is a recognised shortage of all-weather pitches in the area, resulting in frequent cancellations and the need for teams to travel further afield. The addition of a 3G pitch would provide significant benefits for local children, families, and sports organisations. Subject to planning approval, the project team aims to commence the development as soon as possible.

The [vision statement](#) and [supporting documents](#) have been circulated on Teams.

**Proposal:** That the Town Council sends a letter of support to the project team.

7) **Finance payments, Clerk/RFO – for decision**  
Councillors are asked to approve the payments, detailed vouchers 203 – 215, in the Appendix.

8) **Wyre Council Planning, Clerk – for decision**  
The Town Council has been consulted on the following applications; the Council are asked to respond.

- a) **Application Number: 26/00019/FUL**  
**Proposal:** Change of use of first and second floor from Class E to 2no. self-contained flats (Class C3)  
**Location:** Armistead Barnett And Co Market Place Garstang
- b) **Application Number: 26/00051/FUL**  
**Proposal:** Proposed single storey rear extension.  
**Location:** 16 Hill View Road Garstang
- c) **Application Number: 26/00062/FUL**  
**Proposal:** Proposed alterations to window and door positions, and installation of side solar panels.  
**Location:** 80 Dorchester Road Garstang

9) **Mayor and Deputy Mayor elect 2026/2027, Clerk – for decision**  
Members are asked to give consideration (with reference to [Standing Orders point 26](#).) 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 21 May 2026.

Councillor Perkins has indicated, to the Clerk, that she wishes to stand as Mayor Elect.

Councillor Brooks has indicated, to the Clerk, that he does not wish to stand as Deputy Mayor elect. Councillor Allan has indicated, to the Clerk, that he does not wish to stand as Deputy Mayor elect.

Councillor Pearson has indicated, to the Clerk, that he wishes to stand as Deputy Mayor elect.

The Clerk is advising that the Councillors who 'propose' and 'second' the Mayor elect and deputy Mayor elect, at this meeting, are the same Councillors who 'propose' and 'second' at the Annual Town Council meeting (Mayor making).

10) **Annual Town Council meeting (Mayor making), 21 May 2026, Clerk - for decision**

The Annual Town Council meeting (Mayor making) will be held at Booths [as per minute 17 June 2025 017(2024-25)].

**The recommendation to Council is:**

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).

11) **Arrangements for Civic Sunday 2026, Clerk - for decision**

In readiness for the new Civic year, the Clerk is asking the Council what the arrangements for Civic Sunday, should be for this year?

**The recommendation to Council is:**

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.

12) **Armed Forces Day, Saturday 27 June 2026, Clerk – for decision**

Armed Forces Day is a chance for people and local communities to show their support for the men and women who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets. Armed Forces Day celebrations begin on Monday 22 June when the Armed Forces Day flag is raised on buildings and famous landmarks around the country.

Historically an event has been held on Kepple Lane park, the Thursday prior to Armed Forces Day (25/06/2026), to enable the local schools to attend.

**The recommendation to Council is:**

That the Council approve a date 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.

13) **Annual Governance Review, Clerk/RFO – for decision**

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 are asked to review and approve the following documents that have been circulated to councillors:

a) **Standing orders**

NALC's model standing orders was last updated on 31 March 2025 and the model was used to update the Council's standing orders which were approved on 23/04/2025; minute reference 218(2024-25)..

**Recommendation to Council:** Councillors are asked to approve the current standing orders; unamended from 23/04/2025.

b) **Financial Regulations**

NALC's model Financial Regulations was last updated on 5 March 2025 and the model was used to update the Council's Financial Regulations which were approved on 23/04/2025; minute reference 219(2024-25).

**Recommendation to Council:** Councillors are asked to approve the current Financial Regulations; unamended from 23/04/2025.

c) **Schedule of Assets, at 31/012/2025**

**Background:** Finance minutes 032(2025-26) Asset Register, *The Committee was asked to approve the asset register to 31 December 2025.*

**Resolved:** *The asset register to 31 December 2025 was approved, subject to the RFO checking and updating*

- i) *the planters at the Scout Hut and in the Town Centre.*
- ii) *The depreciation of assets.*
- iii) *The sound systems location needs to change from 'Councillors residential address to Butchers Court.*

**Recommendation to Council:** That the Council approves the Schedule of Assets as at 31 December 2025, in accordance with Finance Committee Minute 032 (2025–26).

d) **Risk management policy**

**Recommendation to Council:** Approve the Risk management policy, with no amendments.

e) **Risk register**

No amendments to approve. Reviewed quarterly by the Finance & Governance Committee

**Recommendation to Council:** Approve the Risk register.

f) **Publication Scheme Policy.**

The Clerk has updated the policy (updated website links).

**Recommendation to Council:** Approve the Publication Scheme Policy.

g) **Investment strategy**

No amendments to approve.

**Recommendation to Council:** Approve the Investment strategy.

h) **Reserves policy**

The policy was reviewed by Full Council on 20/10/2025, minute reference c) 105(2025-26)). The Clerk is advising there are no amendments to approve.

**Recommendation to Council:** Approve the Reserves policy.

i) **Grant policy**

The policy was last reviewed by Full Council on 20/05/2025, minute reference 304(2023-24). The Clerk is advising there are no amendments to approve.

**Recommendation to Council:** Approve the Grant policy.

14) **3 Casual vacancies, Clerk - for decision**

Wyre Council has informed the Town Council that 'there has been no request for an election for your Casual vacancy at Garstang (retired Councillor Keyes), so you are free to proceed to co-option.'

This being the case, the Town Council should now co-opt a total of 3 new town councillors as soon as practicable.

**Recommendation to Council:** The Council are asked to approve the following provisional timescale.

Date	Action
17/02/2026 up to Sunday 5/4/2026	Advertise vacancies; Focus magazine, website, GTC Facebook, shared with Your Garstang detailing interview date of Tuesday 14/4/2025.
End of Sunday 5/4/2026	Deadline for applications
Thursday 9/4/2026	Publish agenda for extraordinary council meeting to be held on Tuesday 14/4/2026 to consider Councillor vacancies.
Tuesday 14/4/2026	Extraordinary council meeting 7.30pm.

15) **Lancashire County Council and Wyre Council, Local Government Reorganisation - statutory consultation, Clerk – for decision**

The statutory consultation on Local Government Reorganisation has been launched by Lancashire County Council and Wyre Council. The full report is set out in the Appendix.

The Council is requested to consider the available options and indicate which proposal it supports, in order for the Clerk to submit a formal response to the consultation.

16) **Funding for the Garstang defibrillator appeal, Webster and Clerk – for decision**

The Full Report is detailed in the Appendix

**Recommendation to Council:**

That, further to Minute 106 (2025–26) 20/10/2025, the Council approves a payment of £2,000 from the EMR Community Engagement Fund to support the replacement of defibrillators in Garstang, and that the RFO arranges reimbursement to the EMR once precept monies have been received.

17) **Town of Culture Award for 2028, Councillor Pearson – for decision**

The Full Report is detailed in the Appendix.

**Proposal:** Will the Council consider submitting a bid for the Town of Culture Award for 2028?

18) **Cloud storage, Councillor Lee-Bromley, for decision**

Feedback received from the Internal Auditor highlights that files and emails stored in the Council's cloud system are automatically deleted after 90 days and cannot be recovered. This presents a risk to record retention and business continuity.

The Auditor recommends that the Council considers subscribing to a reputable backup service that provides regular system-wide snapshots, including emails, to enable file restoration in the event of accidental deletion or data loss.

An example service currently in use by other councils is Livedrive, which offers unlimited backup for a single device at an annual cost of approximately £60 via a reseller, Currys, or £92.28.90 when purchased directly. The service is easy to use, runs in the background, and allows selected folders and email files to be backed up daily.

**Recommendation to Council:** That the Council approves the implementation of an approved cloud backup solution to ensure secure long-term storage and recovery of Council data and delegates the decision of provider to the Clerk in consultation with Councillor Lee-Bromley.

19) **Kepple Lane Park: Hedgehog Release Site and Biodiversity Initiative, Councillor Pearson, Chair of Amenities & Public Realm Committee – for decision**

Council are asked to [review the circulated report prepared by the Lengthsman](#) and approve that Kepple Lane Park be put forward to operate as a certified exemplar hedgehog release site, supporting rehabilitated hedgehogs following release, while enhancing local biodiversity and promoting public awareness.

As reported to the Amenities & Public Realm Committee on 10/02/2026, Blackpool Hedgehog Rescue has confirmed this is achievable. Current position: Certification requirements have been issued, and the Friends group is engaged. What's next: Operational changes will be implemented with the aim of achieving certification by June.

20) **LALC, Buckingham Palace Royal Garden Party invite 2026, the Clerk – for decision**

The Clerk is seeking retrospective approval that an application be submitted to attend a Garden Party at Buckingham Palace. Lancashire & Merseyside ALC has been allocated 2 places on Tuesday 12 May 2026. Your Council is invited to nominate a Chairman/Mayor to attend. (The deadline was tight as it revolves around the Palace release of the Garden Party dates and its deadline for response).

21) **Lancashire Fire and Rescue Service – Consultation**

Lancashire Fire and Rescue Service is seeking views to help shape our draft Community Risk Management Plan (CRMP) 2027-32.

Our CRMP is a five-year plan for how we will make Lancashire safer. To help shape our next plan, we are consulting residents, businesses, partner agencies, community groups, and employees in two phases.

This is phase one: we want to understand the needs and expectations of the people who live and work in our county. We are not proposing any changes at this stage; we are asking what is important to you and your views on our service.

All your feedback will be analysed independently. We will use the feedback to draft our CRMP 2027-32 and develop options for how we deliver our services in

the future before consulting again in more detail in phase two during summer / autumn 2026.

As one of our most important partners, your views are essential, and I would be most grateful if you could complete our [online survey](#) before 5pm on Sunday 15 March 2026.

Does the Council wish to respond to the consultation? It could be delegated to the Clerk to complete with a Councillor.

22) **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.

[Minutes of the meeting held on 13/01/2026](#).

23) **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 March 2026** by notifying the Clerk by **8 March 2026**. 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.



24)

**Clerk's Report**

a) **Hot Topics - Winter 2025**

Welcome to the winter edition of Lancashire Fire and Rescue Service's Hot Topics newsletter.

Items covered in this edition:

- Consultation Starts to Shape the Future of our Services
- Upcoming Campaigns
- Council Tax Consultation Survey
- LFRS Staff Recognised at National Award Ceremonies
- Lancashire Fire and Rescue Service Celebrates its People

b) **Wyre Planning Policy - January 2026 Newsletter**

c) **Statement of Accounts**

**Standing Orders 17c)** Councillors can access the accounts to 31/12/2025 on Scribe.

d) **LGPS Valuation 2025 - Contribution Schedule**

At its meeting on 23/01/2026, the Pension Fund Committee approved the parameters to be used within the 2025 valuation that will determine employer contribution rates for the period 1 April 2026 to 31 March 2029. Please note that the approved parameters are different from those detailed within the **draft Funding Strategy Statement**. The proposed "funding buffer" of 120% will be reduced to 115%, meaning that any surplus over 115% will be returned to employers in their secondary contribution rate over a period of 20 years. This is likely to mean that employers with a funding level of over 115% (detailed in section 1 of the attached schedule) will see lower contribution rates than those set out in the draft Contribution Schedules issued to all employers at the end of October.

**Garstang Town Council Contribution Schedule** outlines the total employer contribution rate payable for this employer from 1 April 2026 to 31 March 2029

25)

**Councillor Report**

**LALC meeting, Wednesday 28/01/2026, Councillor Perkins**

15 people attended. Officers were appointed with no change.

Sgt Elliot Jones gave an update on crime statistics. The chief finance officer from Wyre gave an update on Wyre's position regarding the future. Nothing we haven't heard before.

Councillor Orme gave a report on his recent LALC committee meeting.

The meeting closed at 9.15pm

26)

**Outside body representatives**

None.

27)

**Mayor's engagements**

<b>Date</b>	<b>Event</b>
1st February	CRY Screening Event
14th and 15th February	MND charity spin at YMCA
15th February	Blackburn Cathedral

## Appendix

### 1) Item 7: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
215	16/02/2026	225	45	270	Training	Cloudy IT	Unity Trust Bank
214	16/02/2026	£28.24	£5.66	£33.90	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
213	16/02/2026	£80.00	£16.00	£96.00	Supplies	Bay Pallets Ltd	Unity Trust Bank
212	16/02/2026	£150.27	£0.00	£150.27	Electricity bill Scout Hut	Scout & Guide Management Committee	Unity Trust Bank
211	16/02/2026	£89.77	£0.00	£89.77	Christmas Lights administration	Preston City Council	Unity Trust Bank
210	16/02/2026	£262.15	£0.00	£262.15	Remembrance Sunday printing	Preston City Council	Unity Trust Bank
209	16/02/2026	£78.00	£15.60	£93.60	Civic.ly Subscription	Starboard Systems Limited t/a Scribe Accounts	Unity Trust Bank
208	16/02/2026	£29.75	£5.95	£35.70	Supplies	Bradshaws	Unity Trust Bank
207	16/02/2026	£369.42	£73.90	£443.32	Repair Lengthsman machines	Mowerpower Ltd	Unity Trust Bank
206	16/02/2026	£1,408.99	£0.00	£1,408.99	Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
205	16/02/2026	£22.42	£4.48	£26.90	Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank
203 & 204	16/02/2026	£3682.12		£3682.12	Staff salaries	Staff costs "Salary to be paid electronically on 26/02/2026, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks Wales 2004.Lengthsman NJC salary range 7-14	Unity Trust Bank

**2) Item 15: Lancashire County Council and Wyre Council, Local Government Reorganisation - statutory consultation**

**i) Lancashire County Council – 5 February 2026 email**

Government set out plans to replace Lancashire's existing councils with new unitary councils, each responsible for delivering all local services. To support this, councils across Lancashire were asked to put forward ideas for how reorganisation could work.

In November, five different proposals were submitted:

- One proposal for two unitary councils
- One proposal for three unitary councils
- Two proposals for four unitary councils
- One proposal for five unitary councils

You can view all proposals on the joint [Lancashire LGR website](#):

Government is now reviewing these proposals against the criteria it published earlier in 2025.

**Statutory consultation**

As part of the decision making process, Government is running a statutory consultation on all five proposals to gather views from residents and stakeholders.

The consultation will open tomorrow, Thursday 5 February and will run for 7 weeks, closing at 11:59pm on Thursday 26 March.

Please take part and share your views.

**Next steps**

After the consultation closes, Government's current timeline is:

- Summer 2026: Decision on the preferred option
- May 2027: Shadow elections for new unitary councils
- April 2028: New unitary councils go live

**ii) Lancashire County Council – 6 February 2026 email**

Following our previous communication regarding the upcoming consultation for local government reorganisation, we can now inform you that the [consultation is open](#).

If your town and parish would like to provide a response as an organisation then there is opportunity for you to select this option when you fill in the form. As you might want to prepare your responses in advance, we have provided further information and the questions asked for you below.

You can find more information about the proposals under consultation here <https://lancashirelgr.co.uk/proposals>

As well as filling in your personal details, or organisational details for a collective response, you will be asked the following questions for each of the proposals outlined in the link above.

The questions are as follows:

To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas? (Drop down answers, strongly agree to strongly disagree)

To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal? (Drop down answers, strongly agree to strongly disagree)

To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks? (Drop down answers, strongly agree to strongly disagree)

To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services? (Drop down answers, strongly agree to strongly disagree)

To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs? (Drop down answers, strongly agree to strongly disagree)

To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements? (Drop down answers, strongly agree to strongly disagree)

To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment? (Drop down answers, strongly agree to strongly disagree)

If you would like to, please use the free text box to explain the answers you have provided to questions 1-7 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on the proposal. (Text box to add further comments)

We hope this supports you in making your organisations, and residents voices heard.

Best Wishes, Town and Parish Council Team

### **iii) Wyre Council**

We're getting in touch to make you aware of the statutory consultation for Local Government Reorganisation in Lancashire, which is now live. As a key stakeholder, Wyre Council would be delighted if you could make your views known using the link below.

[Consultations for Proposals for Local Government Reorganisation in Lancashire](#)

The government-led consultation aims to determine which proposal for Local Government Reorganisation best meets the terms set out in the statutory invitation issued to all Lancashire councils on 5 February 2025.

The proposals will be assessed against the following criteria:

- Unitary local government must be the right size to achieve efficiencies, improve capacity and withstand financial shocks.
- Unitary structures must prioritise the delivery of high quality and sustainable public services to citizens.

- Proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.
- New unitary structures must support devolution arrangements.
- New unitary structures should enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment.

Wyre Council would be grateful for your participation in this statutory consultation. Your contribution will play an important role in informing the government's consideration of future local government arrangements for Lancashire. Thank you for taking the time to provide your views.

### 3) **Item 16: Defibrillators in Garstang**

A Teams meeting was held on 29/1/2026 with Cheryl Pickstock, Northwest ambulance service NHS Trust and Richard Alford, Garstang Team Leader, First Responders.

Questions and answers, raised by the Clerk are detailed below and a [follow up email](#) has been circulated.

1. Who is responsible for the assets (defibs) going forward

All sites will be responsible for their own maintenance and monitoring of the unit along with the management of such availability utilising the Circuit, the national database and 999 platform.

2. Who is the point of contact of who holds the records of future maintenance requirements

The guardians / sites will be directly responsible for registering the device and for and maintenance checks such as monthly service checks (checking pads and batteries in date), updating details when pads or batteries are changed and ensuring the defibrillator remains emergency ready on the circuit. The details of such are all registered on a time line within the Circuit and can be viewed by both the guardians and NWAS.

3. What finance implications may there be for the Town Council going forward, when looking at their future budgets

The Town Council may be approached by individual sites within the Garstang area in the event of requiring new pads and batteries. The devices that will be in situ have a 4 year battery and pads life so this is something that won't be necessary too often. Any pads used on an arrest/ in action will be offered for replacement by NWAS FOC. The cost of such range from £40 for pads and approx. £200 for battery (subject to change slightly with inflation)

### 4) **Item 17: Town of Culture Award for 2028, Councillor Pearson**

The [Town of Culture Award](#) is a recently launched scheme brought to our attention by the Wyre Officers who support the GGPB.

The winning town receives £3 million with smaller prizes for runners up and support is given to all finalists for completion of some of their objectives.

Notes made by our Wyre Officer as an initial idea were included in an email which was circulated on the 8th of Feb.

The GGPB already has Partnerships which engage with projects and use the outcomes of the Regeneration Framework created a few years ago which is the backbone of the GGPB's work

Potential Partners - Lancashire County Council, Wyre Council, Bloom , Arts Centre, Business Community, Garstang Heritage.

Staffing Implications - Not currently investigated but help has been offered from Wyre

Council objectives: Community Improvement

Financial: None at this stage but if successful bid support will be needed.