



Garstang Town Council

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Garstang Scout and Guide

Headquarters

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Full Council Meeting, 19th October 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, 19 October 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, 19 October 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

14th October 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 meetings – for decision**
Councillors are asked to approve, as a correct record, the minutes of the Full Council meeting held on [21 September 2026](#).
- 6) **Councillor vacancy arising from the resignation of Councillor Atkinson, Clerk – for noting.**
Councillor Atkinson's resignation was reported to Wyre Council in accordance with the statutory requirements. A request for a by-election was received. The deadline for nomination papers is 4 pm on Friday, 16th October 2026.

The Clerk will provide an update at the meeting.
- 7) **Finance payments and matters, Clerk/RFO – for decision**
Councillors are asked to approve the payments, detailed vouchers 133 - 146, in the Appendix.

September agenda salary figures – vouchers 108,109 &115 totalled £4,997.23. Mileage claims and backdated pay were processed under delegated authority; the RFO is confirming that Staff salaries totalled £6,191.20 (detailed on Scribe).

September agenda salary figures: vouchers 108, 109 and 115 totalled £4,997.23. Mileage claims and backdated pay were processed under delegated

authority. The RFO confirms that total staff salaries amounted to £6,191.20, with a detailed breakdown available on Scribe.

8) **Recommendations from the Finance and Governance Committee meeting held on 23/09/2026, RFO – for decision**

The [draft minutes of the Finance and Governance Committee meeting held on 23/9/2026](#) are published on the Council's website.

Full Council is asked to endorse the recommendations put forward by the Committee.

Review of income streams as per financial regulations, RFO

Adhering to the Town Council's financial regulations 13.2. Councillors were asked to review the fees listed below and recommend any proposals to Full Council.

a) Allotments rent

The RFO is advising that the allotment agreements to tenants detail that '*The rent will increase by £1.00 each calendar year*' annual rents are requested each year on 1st October. Proposed rates taking effect from 1 October 2026.

- i) ½ Plot (approximately 15m x 6m) – 4 number at £41 per annum -
- ii) ¼ Plot (approximately 7m x 3m) – 4 number at £21 per annum

Total £248

Resolved: The Committee approved the £1.00 annual increase making a total of £248

b) Scout Hut rent

Minute 008(2025-26), 8/10/2025 details: Currently the rent is £60 The tenancy agreement states that the rent is to be reviewed every 5-year period. Next review May 2025. The Committee recommended no changes to the current rent of £60 for 1 year and that the rent be reviewed as part of the lease agreement; minute 014(2025-26).

The Committee also noted the extract detailed below of legal advice sought by the Clerk.

The lease is within the Landlord and Tenant Act 1954 Part II and as a result will continue beyond 2029 on the same terms unless it is brought to an end by formal notice under the Act. The Tenant is entitled to a new lease on the same terms (but at current market rent) unless the Council can prove one of the statutory grounds for possession.

Resolved: The Committee recommended that the rent remains at £60 and that the next review of the lease takes place in May 2029.

9) **Precept/Budget 2027/2028, RFO – for decision**

The Finance Committee met on 23/9/2026 to discuss the budget for 2027/2028.

Resolved: The Committee recommended the following changes and actions to the tabled budget (V0.1) – detailed in the Appendix.

The Committee further resolved that the Clerk/RFO update the budget sheet to Version 0.2, incorporating these to present to Full Council on 19 October 2026. Councillors are asked to consider:

- i. the draft minutes of the meeting,
- ii. review budget sheet (V0.2) and respond to the points raised by the Finance Committee
- iii. make any recommendations for the Finance Committee meeting on Tuesday 27/10/2026. The final precept figure will be reviewed at the Full Council meeting on 21/12/2026.

The RFO has circulated the following reports:

- i. [Draft budget V0.2, 2027/28](#)
- ii. [Budget notes](#)
- iii. [Current Earmarked Reserves balances](#)

Summary of budget to date.

	19 October 2026
Receipts	£43,474.12
Payments	£204,480.69
Precept Value	£161,006.57

Financial regulations 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the Full Council.

Footnote:

- i) Councillors are advised that, since the Finance Committee met on 23 September 2026, the subsequent request for a by-election, if contested, would have a financial impact on the Council's reserves.
- ii) The RFO is meeting the Lead Lengthsman on 15/10/2026 to discuss 2027/28 budget for the Parish Maintenance Scheme.

10) Appointment of Internal Auditor, Clerk/RFO – for decision

As per Financial Regulations, 3.7, the Council are asked to appoint an internal auditor who shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

The Finance Committee (who met on 23/09/2026, are recommending that Atteco be reappointed as Internal Auditor for 2027/28. The Clerk has asked Atteco to provide evidence, that the following is fulfilled.
The smaller authority has not been able to provide evidence of the consideration of the independence of the internal auditor upon appointment. In accordance with the Practitioner's Guide Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis and at a full council meeting.

11) Completion of the limited assurance review for the year ended 31 March 2026, RFO – for decision.

PKF Littlejohn LLP have completed their review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2026.

The External auditor's limited assurance opinion 2025/26, detailed:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:
The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes', as it is not a sole managing trustee.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not been able to provide evidence of the consideration of the independence of the internal auditor upon appointment. In accordance with the Practitioner's Guide Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis and at a full council meeting.

Recommendation to Council:

To note that the limited assurance review for the year ended 31 March 2026 has been received, and that the Finance Committee consider the matters raised.

12) Wyre Council Planning, Clerk – for decision

The Town Council has been consulted on the following applications; the Council is asked to respond:

a) Application Number: 26/00852/FUL

Proposal: Alterations to shopfront and installation of 8 AC condenser units to rear wall.

Location: District Bank House 23 Market Place Garstang

13) IT support for Town Council – for decision

The full report is detailed in the Appendix.

Recommendation to Council: To consider the quotation received from Plexio for the provision of IT support services and to determine whether to proceed, and if so, on which basis. Secondly to consider the purchase of Microsoft Copilot.

14) PA system, Clerk – for decision

The Clerk is seeking a decision on which PA to purchase for the Town Council that will be primarily used for the Remembrance Sunday event. The circulated report details comparisons of systems.

Recommendation to Council: Purchase a PA system from budget code Community Engagement Reserves for commemorative community events (e.g. VE day) and national events (e.g. Jubilee celebrations).

- 15) **Wyre Council Consultations**
a) Notification - Public Space Protection Order - Alcohol Related Anti-Social Behaviour– for decision
Wyre Council is undertaking the [statutory three-year review of the Public Spaces Protection Order](#) covering alcohol-related anti-social behaviour in Cleveleys, Fleetwood, Garstang and Poulton. The PSPO enables authorised officers to require individuals to stop drinking or surrender alcohol where behaviour is causing or likely to cause ASB; responsible public drinking and licensed premises are unaffected.
The council is consulting on renewal and any amendments to the areas covered, with evidence required for proposed changes. Please respond by 15 November 2026
- How does the Council wish to respond?**
- b) Wyre Conservation Areas - Re-Consultation**
Last year you shared your thoughts on the proposed changes to Fleetwood, Garstang or Poulton-le-Fylde's conservation area boundary. Following the feedback received on these three areas, we have spent time re-visiting each boundary and taking the feedback on board.
We are pleased to be re-consulting on the three boundaries from today until 9th November at 5pm.
More information on the proposed boundary revisions and the drop in sessions here - <https://www.wyre.gov.uk/planning-policy/consultations/6>
- How does the Council wish to respond?**
The Clerk is advising that the comments are delegated to the Clerk in consultation with 2 Councillors. (There is an outstanding minute 20/4/2026226(2025-26), Wyre Council Conservation Officer meeting. That Councillors Pearson and Perkins attend a meeting with the Clerk).
- 16) **Quotation tree works – Clerk, for decision**
Request for Quotation: Ash Tree Works - Complete removal or substantial arboriculture reduction at the allotments site.
Quotations have been sought;
[1 received](#), 2nd follow up.
Recommendation to council: That the decision is delegated to the RFO and payment made from EMR Allotments.
- 17) **Greater Garstang Partnership Board, Councillor Pearson/Allan – for discussion and information**
An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.
[15 September minutes](#)
Next meeting is 17 November 2026 at 3pm
- 18) **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 November 2026** by notifying the Clerk by **8 November 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.

19)

Clerk's Report

a) Environment Agency, 6/10/2026

Following careful consideration, we have taken the decision to pause works to reinstall the east gate at Garstang. The remaining construction activities require a dry working area and recent river levels have consistently overtopped the downstream stop log, resulting in flooding of the site and preventing these activities from being carried out safely and effectively.

While in-channel works are paused, we will continue refurbishing the gate that has been removed from the channel, along with other preparatory activities to ensure the project can restart as soon as conditions allow. We expect this to be early summer 2027.

The stop logs will remain in place over the winter period. This will enable the flood storage basin to continue operating effectively while maintaining the current standard of flood protection for downstream homes and businesses.

We remain committed to completing the project and will resume in-channel works when river conditions make it safe and practical to do so.

If you have any questions then please let me know.

b) LCC - Town and Parish Council Newsletter 2026

Please see below the link to the Autumn edition of our Town and Parish Council Newsletter 2026.

[Town and Parish Council Autumn Newsletter 2026](#)

The link should take you through to a sway version of the newsletter, which allows us to track how many people are engaging with the newsletter and therefore, increase our understanding of how useful the content is. There is no sensitive information in there and we are happy for you to share the newsletter with your colleagues. There is a helpful contents box in the bottom left so you can even skip to the content that's most relevant for you, and keep an eye out for our survey at the end of the newsletter, where you can let us know your thoughts about the new style.

We hope you find the content interesting and useful. If you have any queries or requests, or have any difficulty accessing the newsletter, please do not hesitate to contact us at parishcouncils@lancashire.gov.uk

c) Planning Policy Newsletter, October 2026

Hillhouse Enterprise Zone Masterplan Consultation

Residents, businesses and stakeholders are being invited to have their say on the future of Hillhouse Enterprise Zone as Wyre Council launches a public consultation on the draft review of the site's masterplan.

Located in Thornton, Hillhouse Enterprise Zone was designated as a government-approved Enterprise Zone in 2016 and is a strategically important location for economic growth, investment, innovation and employment within Wyre. The current masterplan was consulted on in 2018 and subsequently

adopted by Wyre Council. Since then, changes to the site, business environment and wider economic landscape have highlighted the need for a review of the masterplan.

The draft review of the masterplan is available to view online and sets out the proposed vision, priorities and development opportunities for the Enterprise Zone.

Feedback gathered through the consultation will help inform future decisions relating to the Enterprise Zone before recommendations are finalised. The review aims to build upon the existing masterplan while reflecting changes to the site and the wider business environment.

The consultation is open until Friday 6 November.

To read the draft review and take part in the consultation, visit www.wyre.gov.uk/haveyoursay.

Housing Monitoring Report 2026

The council has produced a [Housing Monitoring Report \(HMR\) 2026](#). This HMR sets out the council's position on housing land supply in accordance with the requirements of the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (PPG) and supports the Wyre Local Plan 2011-2031 (incorporating partial update of 2022).

This HMR has a base date of 1 April 2026, it takes account of all available information up to and including 31 March 2026.

The council's HMR demonstrates a deliverable housing land supply position of **8.36 years**. This is based upon a backdated housing requirement of 479 dwellings per annum between 2011 and 2018/19 and the standard method requirement figure of 296 dwellings per annum between 2019/20 and 2025/26 as set out in the adopted [Wyre Local Plan 2011-2031 \(incorporating partial update of 2022\)](#).

20) **Councillor Report**
None.

21) **Outside body representatives**
None.

22) **Mayor's engagements**

Date	Event
14 September	Local author Kate Simpson
15 September	Men's Shed
17 September	Booths Christmas Event
22 September	St Mary & St Michael's School
23 September	Veterans Afternoon Tea at Blackpool Tower
1 October	Nateby School
3 October	Fairtrade Coffee Morning

Appendix

1) Item 8: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
146	19/10/2026	£100.00	£20.00	£120.00	Electrical works	LJ Electrical (North West) Ltd	Unity Trust Bank
145	19/10/2026	£420.00	£84.00	£504.00	Annual Governance & Accountability Return	PKF Littlejohn LLP	Unity Trust Bank
144	19/10/2026	£78.64	£15.73	£94.37	Fuel & Sundries	Houghtons	Unity Trust Bank
143	19/10/2026	£5.77	£1.16	£6.93	Mobile phone	TalkMobile	Unity Trust Bank
142	19/10/2026	£6.67	£1.33	£8.00	Office Remote Wi-Fi	ID mobile	Unity Trust Bank
140	19/10/2026	£25.30	£5.06	£30.36	Monthly Management Fee	Easy Web Sites Ltd	Unity Trust Bank
139	19/10/2026	£175.88	£35.18	£211.06	Repair Lengthsman machines	MOWERPOWER LTD	Unity Trust Bank
138	19/10/2026	£1,408.99	£-	£1,408.99	Pension	Lancashire County Council	Royal Bank of Scotland
137	19/10/2026	£31.83	£6.37	£38.20	Mobile phone	Vodafone	Unity Trust Bank
136	19/10/2026	£5,291.05	£-	£5,291.05	P30	HM Revenue & Customs	Unity Trust Bank
135	19/10/2026	£100.47	£20.10	£120.57	Materials	C&C Supplies Collinson Ltd	Unity Trust Bank
133,134 &141	19/10/2026	£4966.62		£4966.62	Staff salaries	Salaries to be paid electronically on 26/10/2026. Clerk: LC2 range SCP 19- 32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks Wales 2004.Lengthsman NJC salary range 19-23. Assistant Lengthsman SCP 4	Unity Trust Bank

2) **Item 12: IT support, Clerk – for decision**

Purpose:

To consider the quotation received from Plexio for IT support services and determine whether to proceed, taking into account previous Personnel Committee and Council resolutions relating to IT support and data security. The Clerk is recommending that 1 active user is required.

2.0 Background Information:

Personnel Committee – 3 December 2025:

The Committee evidenced a need for formal IT support and noted an outstanding action from the Internal Audit Year End.

It was resolved that IT Cloudy training be approved for the Clerk, but the quotation for wider support was not progressed.

Full Council – 16 February 2026 (Minute 201(2025-26)):

Council approved the implementation of an approved cloud backup solution to ensure secure long-term storage and recovery of Council data, delegating the choice of provider to the Clerk in consultation with Cllr Lee-Bromley.

September 2026

Operational Issues Reported by the Clerk:

The Clerk has recently experienced critical incidents, including the Council's website and email services, resulting in service disruption.

The Clerk has advised that she does not have the IT skill set required to manage and resolve such issues independently.

As the Council is now providing services to other parish councils and is potentially expanding its administrative team, the absence of reliable IT support presents a growing operational and governance risk.

3.0 Background Documents:

[Cloudy IT quotation](#)

[Welcome To Plexio](#)

Managed IT, Connectivity and Security Solutions For Modern Businesses
Practical technology services for businesses across Preston, Lancaster and the surrounding areas.

[Plexio quotation](#)

4.0 Financial Implications:

There is a EMR of ** for IT support for the 2026-27 financial year and any approval cost can be included in the budget for 2027-28

Purchase of Microsoft Copilot

An AI assistant designed to enhance productivity within Microsoft 365, streamline processes, and support administrative workloads.

Cost: £24–£30 per user/month

The Clerk advises that Copilot will assist with workload management, enhance the efficiency of document production, and strengthen digital capabilities as the Council's administrative responsibilities continue to expand. The system was recommended following attendance at a training course delivered by Cloudy IT. If approved, Plexio would be able to advise best product.

3) **Item 12: Precept/Budget 2027/2028, Finance Committee meeting**

Resolved:

The Committee asked that the inflation rate be increased from 3.5% to 4% for all costs including staff costs, based on CPI information and historical staff pay awards.

The Committee recommended the following changes and actions to the tabled budget (V0.1).

- a) Virement 0.95 from code 13 to code12
- b) Code 16 —Insurance increase budget (to reflect actual figures)
- c) Code 18 — Change name to Annual membership
- d) Code 22 — Banking fees increase budget (to reflect actual figures)
- e) Code 28 – The Committee approved the RFO’s recommendation that EMR 53 Civic Mayor boards is changed to Civic and that the underspends from cost centre Mayoralty are transferred at year end to build up the reserve.
- f) Code 37 — Change name to Playing field inspections.
- g) Cost centre Amenities be amended to include only codes 37 and 38.
- h) Codes 30, 31, 32 and 75 to be detailed under a new cost centre heading of Parish Maintenance scheme.
- i) Increase the budget receipt of code 75 (RFO reported this would be automated under forecasting) - give an extra £12,000 receipt
- j) Create a new EMR for Christmas lights of £3,000, recognising that the Council is in year 4 of a 5-year contract.
- k) Code 25 — Remove Meeting and replace with award.

Summary of budget to date.

	23/09/2026	
Receipts	£	38,464.55
Payments	£	208,695.35
Precept Value	£	170,230.80

The Committee **further resolved** that the Clerk/RFO incorporate the above amendments into the updated budget sheet (V0.2) to Full Council on 19/10/2026.