Garstang Town Council

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Garstang Scout and Guide
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Full Council Meeting, 16th November 2026 Minutes

Chairman; Councillor Perkins
Councillors present: Allan, Brooks, Dickinson, Doyle, Halford, Hesketh, Hodgson, Kelly, Lord, Pearson, Perkins and Webster.

Also present: Town Clerk, Edwina Parry, County Councillor Tomlinson, PCSO Creighton and 1 member of the public.

The Mayor made a statement for members of the public in Garstang:
The meeting of the Town Council is not a political party platform. Everybody in this room stands here for the best interest of our residents irrespective of our political affiliation.

122(2026-27) Apologies for absence

Wyre Councillors Dulcie Atkins, Robert Atkins and Alice Collinson.

123(2026-27) Declaration of Interests and Dispensations

129(2026-27) Councillors Allan, Halford, Perkins and Webster declared a significant 'other interest'. They are Town Councillor representatives on the Town Trust. They did not take part in the discussion or voting.

124(2026-27) Public participation

The meeting was adjourned to allow members of the public to speak.

PCSO Creighton reported:

i) The police were aware of the graffiti to a bench at the High Street Car Park. Councillors asked if local CCTV be checked out.
ii) Concerns were raised regarding vehicles parking along Croston Road (from Lynden Grove to the mini roundabout) on pavements and causing potential obstruction. The PCSO advised that the location had previously been reported and that the area would be monitored as resources allowed, with action considered where vehicles were causing an obstruction.
iii) Concerns were raised regarding groups of young people gathering around the public toilets in Booths, particularly after school.The Police advised that they were aware of the concerns, maintained contact with those responsible for managing the area and would continue to monitor the situation.

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County Councillor Tomlinson reported:

i) That the Local Government Reorganisation (LGR) in Lancashire remained paused and that, as matters stood, Wyre elections were expected to proceed in May.
ii) Members were advised that the LCC Public Rights of Way grant scheme was returning, operating on a January to December basis, with further application information expected.
iii) Concerns were raised about parking provision in Garstang, including long-term parking and vehicles parking partly on verges. It was suggested that this be considered in discussions with Wyre Council and Lancashire County Council, with a request for Town Council representation at any meeting.

125(2026-27) Announcements

The Mayor reported on recent visits to local schools and advised that her recent fundraising concert had been affected by poor weather which led to low attendance. She thanked the two Councillors who attended and advised that a further concert was planned for the spring.

126(2026-27) Minutes of the last meetings

Councillors were asked to approve, as a correct record, the minutes of the Full Council meeting held on 19 October 2026.

Resolved: The minutes of the Town Council meeting held on 19 October 2026 were confirmed and signed as a true record.

127(2026-27) Results of by-election arising from the resignation of Councillor Atkinson, Clerk.

The Council welcomed Cllr Sean Doyle following his election to the Town Council.

The Clerk reported feedback from Wyre Council's Elections Manager. 'Not issuing poll cards may have contributed to the low voter turnout, which was 11.62% overall and 1.79% at polling stations. Staff recorded 50 votes and reported turning away a similar number who were not parish residents'.

128(2026-27) Youth Provision – Tom Hutton, CEO, Fleetwood Town Community Trust

Tom Hutton, CEO of Fleetwood Town Community Trust, attended the meeting to present opportunities to develop youth provision in Garstang, based on the Penwortham model, and to consider future collaboration and budget provision.

The Trust outlined its experience of working with parish and town councils to provide professionally staffed youth services, with young people involved in determining the activities and locations. Opportunities to attract external funding and reduce reliance on the Town Council precept were also highlighted.

Councillors discussed existing provision, engagement with local schools and community groups, safeguarding, staffing, potential funding and the importance of giving young people a voice in shaping services.

Resolved: That the Councillors establish a working group to explore the proposal further with Fleetwood Town Community Trust. Councillors Dickinson,

Doyle, Hesketh, Hodgson, Lord, Perkins and Webster volunteered to join the group.

129(2026-27) **Finance payments and matters, Clerk/RFO**

Councillors were asked to approve the payments, detailed vouchers 155 - 174, in the Appendix; Vouchers 155,156 &161 - Mileage claims and any other expenses to be processed under delegated authority.

The October agenda listed salary payments totalling £4,996.62 under vouchers 108, 109 and 115. Mileage claims and backdated pay had been processed under delegated authority. The RFO confirmed that total staff salaries amounted to £5,342.45 for October. A detailed breakdown is available on Scribe.

Councillors considered Voucher 172, an £800 invoice from the Town Trust for use of the storage unit at Butchers Court from January to October 2026, for which no budget provision had been made.

Resolved: Councillors approved the payment voucher numbers 155–174, as detailed in the Appendix. The Council **further resolved** to fund Voucher 172, £800 payment from earmarked reserves; and to discontinue use of the Butchers Court storage unit and use the storage facility at Keppel Lane instead.

130(2026-27) **Recommendations from the Finance and Governance Committee meeting held on 27/10/2026, RFO**

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

Resolved: That the Reserves Policy be amended to include the circulated paragraph relating to the Elections Reserve.

131(2026-27) **Local Delivery Scheme for Local Councils, LCC, Clerk – for decision**

Lancashire County Council is reintroducing its Public Rights of Way (PRoW) Local Delivery Scheme for parish and town councils. LALC has advised that the scheme is opt-in and provides funding of £400 to councils accepted onto the scheme.

Resolved: That the Council opts into Lancashire County Council's PRoW Local Delivery Scheme and authorises the Clerk to complete and submit the necessary application.

132(2026-27) **Precept/Budget 2027/2028, RFO**

The RFO reported that the Finance Committee met on 27/10/2026 to discuss the latest budget for 2027/2028. The Committee recommended to Full Council that:

i) Cost code 74 be amended to detail Section 106 monies.
ii) New cost code 77 Election Expenses to be increased from £5,000 to £10,000, with the reserve to be maintained at this level in future years.
iii) That £8,000 be transferred from cost code EMR New Community Investment into a new cost 78 titled EMR Youth Provision.

Resolved: That the 2027/28 budget V0.4 be approved, including the recommendations of the Finance Committee. A summary is detailed in the

table. The Council **further resolved** that, subject to additional Lengthsman contracts being secured, provision be made for an initial uniform budget of approximately £1,250 for three members of staff, with a provisional annual replacement allowance of £800–£900, excluding VAT.

		27/10/2026
Receipts	£	43,474.12
Payments	£	227,688.03
Precept Value	£	184,213.91
Tax Base		1979.35
Band D Equivalent		£93.07
Last Years Precept		£162,269.03
Last Years Band D		£81.98
Change in Precept		£21,944.88
Change in Band D		£11.09

133(2026-27) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

The Council resolved that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the staffing matter, the press and public be excluded from the meeting.

134(2026-27) **Staffing matter - Chair of Personnel and the Mayor**

Resolved:

i) The Clerk be paid for up to 39 accrued additional hours as a one-off payment from staff contingency/reserves.
ii) The Clerk's contracted hours be increased by two hours per week, subject to review from 1 November 2026.
iii) The additional employer costs and proposed Assistant Clerk recruitment in January 2027 be noted.
iv) Additional hours be monitored going forward.

135(2026-27) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public.**

The Council resolved that the confidential business having been concluded, the press and public be re-admitted to the meeting

136(2026-27) **Committee membership, Councillor Lord, Clerk**

Resolved: That Councillor Lord be appointed onto the Personnel and Finance and Governance Committees.

137(2026-27) **Greater Garstang Partnership Board, Councillor Pearson/Allan**

The minutes of the meeting held on 15 September minutes had been circulated.

It was noted that future funding remained uncertain, following the end of UK Shared Prosperity funding, but the Board would continue working with its partners, including Garstang4Business, to promote Garstang and strengthen the town's profile. The importance of promoting Garstang's status as the world's first Fairtrade Town was also highlighted.

The next meeting was confirmed for 17 November 2026 at 3pm, with a focus on town centre messaging and future project priorities.

138(2026-27) **Items for next Council monthly agenda**

Councillors were 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 December 2026** by notifying the Clerk by **13 December 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.

The meeting closed 8.38pm

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For Information Only

139(2026-27) **Clerk's Report**

a) SAAA Announces New Digital AGAR Incentive Scheme

Smaller Authorities' Audit Appointments Ltd (SAAA) is delighted to announce a new Digital Annual Governance and Accountability Return (AGAR) Incentive Scheme to encourage smaller authorities to move confidently to digital submission and benefit from the new Digital AGAR portal.

The Digital AGAR portal will make the AGAR process simpler, faster, and more secure. The new digital service will reduce administration and help the audit process run more efficiently. The scheme will support authorities as they move to digital submission and help maximise the benefits of digital working across the sector.

Authorities that submit their AGAR through the Digital AGAR portal by 30 June 2027 and pay their audit scale fee for the year will automatically receive the incentive payment equal to their fixed audit scale fee. Authorities that submit digitally and would like to receive an incentive payment will be asked to provide their bank details to SAAA. The incentive payment will be sent to the authority's bank account. Payments will be made by 31 March 2028 at the latest.

Annie Child, CEO of SAAA, said: We encourage authorities of all sizes to use the Digital AGAR portal. It is designed to be easy to use and to help authorities prepare clearer, more accurate annual returns, making the process simpler for everyone. The incentive scheme is an added reason to get started and experience the benefits of digital submission.

The incentive scheme is part of SAAA's wider investment in improving the annual accountability process and supporting the successful introduction of Digital AGAR for smaller authorities.

From late November 2026 to February 2027, smaller authorities can familiarise themselves with the Digital AGAR portal at their own pace and enter their 2025/26 data in preparation for the 2026/27 AGAR.

SAAA will email smaller authorities later this month with further details about how to receive the incentive payment and this preparation period.

b) Planning Policy Newsletter, November 2026

Contained within this newsletter is information relating to:

- Affordable Housing Position Statement 2026
- Empty Homes Strategy 2026
- Employment Land Monitoring Report 2025-26

Affordable Housing Position Statement 2026

In response to an increased interest in affordable housing being promoted as exception sites we produced an Affordable Housing Position Statement in 2025.

This document will be published annually each November.

The statement sets out the council's affordable housing supply as of the base

date as of 1st April each year, across the borough by sub-area. The affordable housing need is informed by the Housing Needs Assessment 2024. The position statement sets out the supply of all affordable housing, which will assist developers and the Housing Strategy Manager in understanding the need of tenures in the future. This years statement, for 2026, can be found here: Affordable Housing Position Statement 2026

Empty Homes Strategy 2026

The latest Empty Homes Strategy was adopted by Cabinet in October 2026 Issue details - Empty Homes Strategy 2026-2030. The strategy sets out the Council's position to deal with problematic empty homes.

For more information please visit: Empty homes – Wyre Council

Employment Land Monitoring Report 2025-26

The Council has now published its Employment Land Monitoring Report which covers the period 1 April 2025 to 31 March 2026.There is 32.04ha of employment land that is available on allocated sites. Of this available land 16.21ha is committed through the granting of planning permissions.
The take up for the whole of Wyre, including on non-allocated sites for 2025/26 is 0.87ha.
For more information, please visit: Economy evidence – Wyre Council

140(2026-27) Councillor Report

Councillor Marcus Lord attended LALC's 'Councillor with Confidence' training on 10 November 2026. He found the session valuable in improving his understanding of how the Council works and councillors' roles and responsibilities. He praised the trainers for engaging participants and explaining complex information clearly.

141(2026-27) Outside body representatives

None.

142(2026-27) Mayor's engagements

Date	Event
24 October	Mayoral fundraising concert
27 October	RHS Awards
29 October	RHS Awards
31 October	Poppy selling
2 November	Theatre group rehearsal
6 November	Scouts Quiz
7 November	Breakfast Club with consort Elijah
7 November	Lions bonfire
8 November	Remembrance parade

Appendix

1) Item 8: Finance payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
174	16/11/2026	£45.00	£-	£45.00	Training	Lancashire Association of Local Councils	Unity Trust Bank
173	16/11/2026	£23.00	£-	£23.00	Wreath Remembrance Sunday	Royal British Legion Industries	Unity Trust Bank
172	16/11/2026	£800.00	£-	£800.00	Storage	Town Trust	Unity Trust Bank
171	16/11/2026	£275.00	£-	£275.00	PA Remembrance Sunday	Darrel Edwards	Unity Trust Bank
170	16/11/2026	£22.00	£4.40	£26.40	Remembrance Sunday printing	Colin Cross Printers	Unity Trust Bank
169	16/11/2026	£6,676.40	£1,335.28	£8,011.68	Christmas Lights administration	LITE	Unity Trust Bank
168	16/11/2026	£235.00	£-	£235.00	Band for Remembrance Sunday	Pilling Jubilee Silver Band	Unity Trust Bank
167	16/11/2026	£180.00	£-	£180.00	Remembrance Sunday Refreshments	Garstang and District Arts Centre	Unity Trust Bank
166	16/11/2026	£69.00	£13.80	£82.80	Annual subscription	Plexio UK Ltd	Unity Trust Bank
165	16/11/2026	£170.82	£34.16	£204.98	Annual subscription	Plexio UK Ltd	Unity Trust Bank
164	16/11/2026	£54.19	£10.83	£65.02	Fuel & Sundries	Houghtons	Unity Trust Bank
163	16/11/2026	£11.95	£-	£11.95	Mobile phone	TalkMobile	Unity Trust Bank
162	16/11/2026	£6.67	£1.33	£8.00	Office Remote wifi	ID mobile	Unity Trust Bank
160	16/11/2026	£25.30	£5.06	£30.36	Monthly Management Fee	Easy Web Sites Ltd	Unity Trust Bank
159	16/11/2026	£1,408.99	£-	£1,408.99	Pension	Lancashire County Council	Royal Bank Scotland
158	16/11/2026	£31.83	£6.37	£38.20	Mobile phone	Vodaphone	Unity Trust Bank
157	16/11/2026	£102.41	£20.48	£122.89	Materials	C&C Supplies Collinson Ltd	Unity Trust Bank
155, 156 & 161	16/11/2026	£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

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