Garstang Town Council

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Garstang Scout and Guide
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Full Council Meeting, 16th November 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 November 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 November 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 November 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 19 October 2026.

6) **Results of by-election arising from the resignation of Councillor Atkinson, Clerk – for noting.**
The by-election to fill the vacancy arising from Oliver Atkinson's resignation will be held on Thursday 12 November 2026. The result will be reported at the meeting.

7) **Youth Provision – Tom Hutton, CEO, Fleetwood Town Community Trust – for information**
To receive a presentation from Tom Hutton, CEO of Fleetwood Town Community Trust, on opportunities to develop youth provision in Garstang, including the Penwortham model, and to consider future collaboration and budget provision.

8) **Finance payments and matters, Clerk/RFO – for decision**
Councillors are asked to approve the payments, detailed vouchers 155 - 174, in the Appendix.

The October agenda listed salary payments totalling £4,996.62 under vouchers 108, 109 and 115. Mileage claims and backdated pay were processed under

delegated authority. The RFO confirms that total staff salaries amounted to £5,342.45 for October. A detailed breakdown is available on Scribe.

For decision: To consider voucher no. 172, £800 invoice, from the Town Trust, for the storage unit in Butchers Court from January to October 2026, for which no provision was made in the current budget, and to consider funding the expenditure from earmarked reserves. Staff recommend discontinuing use of the storage unit, as the second storage container at Kepple Lane means it is no longer needed.

9) **Recommendations from the Finance and Governance Committee meeting held on 27/10/2026, RFO – for decision**

The draft minutes of the Finance and Governance Committee meeting held on 27/10/2026 are published on the Council's website.

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

Review of Reserves policy, RFO

Resolved: That the Committee recommend to Full Council, at its next meeting on 16/11/2026, that the Reserves policy be amended to include the paragraph relating to Elections Reserve (circulated).

10) **Local Delivery Scheme for Local Councils, LCC, Clerk – for decision**

Lancashire County Council is reintroducing its Public Rights of Way (PWoW) 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; The Fund

Following clarification sought by the Clerk, LCC's (PWoW) Team has confirmed that the application form is currently being finalised and, contrary to the initial information circulated by LALC, there is currently no 31 December 2026 application deadline. LCC will issue the application information directly to councils once the form is available.

Recommendation to Council from the RFO: That the Council opts into the Public Rights of Way Local Delivery Scheme and authorises the Clerk to complete and submit the necessary application.

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

The Finance Committee met on 27/10/2026 to discuss the budget for 2027/2028.

The Committee reviewed the V0.3 budget 2027/2028, and make recommendations for it to be considered by Full Council on 16 November 2026.

Resolved: 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.

The RFO has circulated the following reports:

i. Draft budget V0.4, 2027/28
ii. Budget notes
iii. Current Earmarked Reserves balances

Summary of budget to date, pending the decision at item 10.

		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

Additional note: Subject to the outcome of procuring additional contracts, the Lead Lengthsman proposes an initial uniform budget of approximately £1,250 for 3 people, followed by a provisional annual replacement allowance of £800–£900, excluding VAT. How would the Council like to address this additional budget requirement?

12) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public for

To resolve 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.

13) Staffing matter - Chair of Personnel and the Mayor – for decision

14) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public.

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting

15) Committee membership, Councillor Lord, Clerk – for decision

Councillors are asked to note the current committee membership and consider the appointment of Councillor Lord to a Committee.

Councillor	Finance & Governance	Amenities & Public Realm	Personnel
Cllr Allan	Member	Member	
Cllr Brooks			Member
Cllr Dickinson		Member	
Cllr Halford	Deputy Chair	Deputy Chair	
Cllr Hesketh		Member	Chair
Cllr Hodgson		Chair	Member
Cllr Kelly	Member		

Cllr Pearson	Chair / Ex-officio as Deputy Mayor	Ex-officio as Deputy Mayor	Ex-officio as Deputy Mayor
Cllr Perkins	Ex-officio as Mayor	Ex-officio as Mayor	Deputy Chair / Ex-officio as Mayor
Cllr Webster			Member
Appointed councillors	4 of 6	5 of 6	4 of 6
Ex-officio members	2	2	2
Total sitting	6	7	6

Recommendation to Council: To appoint Councillor Lord to one or more vacant committee places. His preferences would be, in order, Public Realm and Amenities, Personnel and Finance and Governance.

16) **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

17) **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 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.

For Information Only

18) **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

19) 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.

20) Outside body representatives

None.

21) 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