



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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PR3 1PB

Finance & Governance Committee Meeting,

28th October 2025 Agenda

FAO Finance and Amenities Committee

You are summoned to attend the meeting of the Finance & Governance Committee to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,
Windsor Road, Garstang, PR3 1EX
on Tuesday, 28 October 2025 at 7.00pm.

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

Please contact the Clerk by 13.00, Tuesday, 28 October 2025, to express your interest in attending the meeting.

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

23rd October 2025

Agenda

1) **Apologies for Absence**

2) **Declaration of Interests and Dispensations**

3) **Public Participation**

The Chairman 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.

4) **Minutes of Finance Committee meeting, 8 October 2025 – for decision**

Councillors are asked to approve, as a correct record, the [minutes of the Finance Committee meeting held on 8/10/2025](#) (circulated on Teams).

5) **Receipts and payments account year end 2025/26 (Q2) – for decision**

The reconciliation for the Lloyds payment card has not yet been completed due to an administrative issue with logging into the online account. The Chair and Deputy Chair are aware, and steps are being taken to resolve the issue promptly. Once resolved, the payment card reconciliation will be presented to the Committee for review.

The Committee are asked to approve:

- i) [Q2 receipts and payments](#) that includes a comparison with budget (excluding the Lloyds payment card account), assessed via Scribe and Teams).
- ii) approve the [bank reconciliation at 30 September 2025](#), assessed via Scribe and Teams, for four out of five accounts.
- iii) Note the outstanding Lloyds payment card reconciliation and the intended plan for completion and review at the next meeting.

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

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 business to be conducted, the press and public be excluded from the meeting.

7) **Lengthsman expansion programme, staff and Councillor Atkinson – for decision**

Background:

[Expressions of interest](#) for participation in the Lengthsman Expansion Programme were invited from neighbouring parish councils on 29 July 2025.

Responses were received by email and subsequently followed up with site visits, if required, by the Lengthsman. The collated information has been included in the circulated spreadsheet for members' consideration.

Committee Consideration:

The Committee is asked to review the [circulated costings/business case](#) report and recommend to Full Council, on 17 November 2025, whether the proposed expansion scheme should proceed.

Additional Information:

Members with queries regarding the proposed costings are asked to contact the Clerk in advance of the meeting to ensure the best use of meeting time.

The Chair of the Committee will be meeting staff on Monday, 27 October 2025 to review and evaluate the report.

The Lengthsman will be in attendance at the Committee meeting.

8) **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.

9) **Drainage quotation, Staff - for decision/information**

Background:

Minute 013(2025-26) k) Finance Committee details:

EMR code 36 Moss Lane playing field, Review the budget figure in light of surface maintenance requirements and the Section 106 contribution from Wyre Council. Staff, with the Chair of Amenities, to obtain a drainage quote and report to the next Committee meeting on 28/10/2025, liaising with the Garstang Sports & Social Club.

Recommendation: The committee are advised to consider the [circulated Lengthsman first initial viability report](#) alongside the [quotation](#), and advise staff on how to proceed.

10) **Budget 2026/27, RFO and Councillor Atkinson – for decision**
(All supporting papers can be accessed via Scribe and Teams).

Background: minute reference 167(2023-24), 21 October 2024

Resolved: The Council approved the Finance Committee's recommendation as outlined in the table in the Appendix and detailed in the draft budget V0.2.

The Clerk has made updates to the actions detailed in the Appendix where possible in the limited timeframe available.

The Council further resolved to include an extra £2,000 to the EMR community engagement fund for any forthcoming support for defibrillators in Garstang.

Committee members have been provided with the following reports:

- i) [V0.3 Draft budget 2026/27](#) including the forecast report. V0.3 details payments up to 22/10/2025.
- ii) [Budget notes](#)
- iii) [Current EMR balances](#)

The Committee is asked to: review/ recommend the following:

- a) Review/ recommend any changes to Earmarked Reserves balances
- b) Review the V0.3 budget 2026/2027, and make recommendations for it to be considered by Full Council on 17 November 2025.

11) **Date of next meeting**
27 January 2025.

Appendix

	Change	Actioned
1.	Full Council to approve that any underspend from costs codes with a linked EMR to be transferred on 31/3/2026.	
2.	Staff costs; increase percentage increase from 3% to 3.5%.	✓
3.	Budget code 7, Lengthsman salary; be examined to ensure it reflects a realistic value, after recent salary upgrade.	☐
4.	Budget code 9, NI employers figure; be examined to ensure it reflects a realistic value.	☐
5.	Budget code 12 and 13 to be kept separate and reflect title description.	✓
6.	Budget code 16 Insurance; be examined to ensure it reflects a realistic value, after recent claim made.	☐
7.	Budget code 22 Banking fees; be examined to ensure it reflects a realistic value.	☐
8.	Budget code 38 Tree surveys; Change description to include ' & maintenance ' and increase budget to £1,000.	✓
9.	Budget codes 40 and 42 under IT; check detail on descriptions.	☐
10.	Budget code 48 NW stages rally, underspend for 2025/26 (event not taking place), to be transferred into the EMR Community Engagement.	☐
11.	EMR code 36 Moss Lane playing field, Review the budget figure in light of surface maintenance requirements and the Section 106 contribution from Wyre Council. Staff, with the Chair of Amenities, to obtain a drainage quote and report to the next Committee meeting on 28/10/2025, liaising with the Garstang Sports & Social Club.	✓
12.	EMR code 56 Community engagement, reduce budget figure by £800 – see point j) above.	✓