



Garstang Town Council

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Garstang Scout and Guide

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Finance & Governance Committee Meeting,

28th October 2025 Minutes

Minutes of the Finance and Governance Committee meeting, held at Garstang library, on Tuesday 28th October 2025, 7.00pm.

Present

Chairman: Councillor Atkinson

Councillors present: Allen, Atkinson, Halford and Pearson

Also present: Town Clerk/RFO Edwina Parry

Councillor Halford was not present.

016(2025-26) Apologies for Absence

Councillors Perkins and Webster (ex-officio members).

017(2025-26) Declaration of Interests and Dispensations

There were no Declarations of Interest declared or requests for dispensations.

018(2025-26) Public Participation

There were no members of the public present at the meeting..

019(2025-26) Minutes of Finance Committee meeting, 8 October 2025

A copy of the minutes of the Town Council meeting held on 8/10/2025 had been circulated.

Resolved: The minutes of the Town Council meeting held on 8/10/2025 were confirmed and signed as a true record.

020(2025-26) Receipts and payments account year end 2025/26 (Q2)

The Town Clerk/RFO reported that the reconciliation for the Lloyds payment card had not yet been completed due to an administrative issue with logging into the online account. The Chair and Deputy Chair were aware, and steps were being taken to resolve the issue promptly. Once resolved, the payment card reconciliation would be presented to the Committee for review.

The Committee was asked to approve:

- i) Q2 receipts and payments to 30 September 2025, that included a comparison with budget (excluding the Lloyds payment card account).

Resolved: The Committee approved Q2 receipts and payments to 30 September 2025 for 4 out of 5 cashbooks.

- ii) the bank reconciliation at 30 September 2025, for 4 out of 5 cashbooks.
Resolved: The bank reconciliations for the 4 out of 5 cash books were approved.
- iii) Note the outstanding Lloyds payment card reconciliation and the intended plan for completion and review at the next meeting.

Noted by the Committee.

021(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public

It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.

There were no members of the press or public present.

022(2025-26) Lengthsman expansion programme, staff and Councillor Atkinson

Background: Expressions of interest for participation in the Lengthsman Expansion Programme were invited from neighbouring parish councils on 29 July 2025.

The Committee was asked to review the costings report and recommend to Full Council, on 17/11/ 2025, whether the proposed expansion scheme should proceed.

It was noted that the Lengthsman had offered to attend the meeting; however, following a discussion between the Chair and Clerk on 27 October 2025, it was agreed that his attendance was not required.

Discussion took place on the spreadsheet and questions were asked about the detail of some figures.

The Clerk asked the Committee:

- i) whether the Council has the capacity and systems in place to manage an additional contract effectively; and
- ii) whether the Council would permit the staffing team to progress with operations without direct Councillor involvement.

The points were addressed by the Committee.

Resolved: To recommend to Full Council that the Council proceed based on the preliminary costings provided.

The Committee **further resolved**

- i) To share the indicative pricing with parish councils to support their budget activities and that the supporting letter of the business proposal

be delegated to the Clerk, in consultation with the Chair and Lengthsman.

- ii) If and when the scheme is approved, the scheme of delegation would need to be reviewed and revised to reflect the operation delivery of the contract to staff with appropriate reporting to Council/Committee.

023(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

It was **resolved** that the confidential business having been concluded, the press and public be re-admitted to the meeting.

024(2025-26) Drainage quotation, Moss Lane Park.

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.

The Committee considered the circulated Lengthsman's initial viability drainage report for Moss Lane Park, together with the accompanying quotation.

Resolved: That the figure of £5,000 be retained in the 2026/27 budget, and that the Lengthsman be requested to provide further detail on the annual maintenance costs. This information will enable the Council to gain a clearer understanding of the cost-benefit analysis for the town of Garstang.

It was further agreed that the ongoing costs be reported to the Amenities Committee, which will be tasked with determining how to proceed on this project.

025(2025-26) Budget 2026/27, RFO and Councillor Atkinson

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 had made updates to the actions detailed in the Agenda Appendix where possible in the limited time 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 had been provided with the following reports:

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

The Committee was asked to review and make recommendations on the following:

- a) Any changes to Earmarked Reserves balances and

b) The V0.3 budget 2026/2027
For consideration by Full Council on 17/11/2025.

It was noted that the Lengthsman Expansion Scheme project was running alongside the budget process.

Resolved: That the Committee reviewed the Earmarked Reserves balances and the V0.3 budget 2026/27 and agreed that no changes were required. This information is to be presented to Full Council on 17/11/2025 for information.

It was further noted that all outstanding actions and the tax base will be reported to Full Council on 15/12/2025, at which meeting the Council will approve the budget and precept figure.

026(2025-26) Date of next meeting
27 January 2025.

The Meeting Finished at: 8.03pm