



# Garstang Town Council

Town Clerk: Mrs E Parry

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Garstang Scout and Guide  
Headquarters  
Kepple Lane  
Garstang  
PR3 1PB

## Finance & Governance Committee Meeting, 27<sup>th</sup> January 2026 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, 27 January 2026 at 7.00pm.

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

Please contact the Clerk by 13.00, Tuesday, 27 January 2026, 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

21<sup>st</sup> January 2026

# 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 & Amenities Committee meeting, 28 October 2025 – for decision**  
Councillors are asked to approve, as a correct record, the [minutes of the Finance & Governance Committee meeting held on 28/10/2025](#).
- 5) **Receipts and payments account year end 2025/26 (Q3) – for decision**  
The Committee are asked to approve:
  - i) [Q3 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 31 December 2025](#), assessed via Scribe and Teams, for 5 out of 5 accounts.
- 6) **Asset register to 31 December 2025 – for decision**  
Councillors are asked to approve the [asset register to 31 December 2025](#).  
2 Benches 19/11/2025 1,009.15, installed at Kepple Lane Park have been added for Q3, (value over £250).
- 7) **Full Council Risk register, Clerk – for information and decision**  
The Committee is asked to review the Council [approved risk register](#) and identify any issues for consideration.  
  
The Clerk is advising that:  
For decision: Risk 6 - [FCO limit of £85,000](#) is changed to £120,000.  
  
For information: Risk 13 Financial Risk to public from Trees – The Clerk emailed on 15/01/2026, tree surveys quotation.  
For information: Risk 30 Financial Loss of Income (Allotments), 7/8 rents received, the 8<sup>th</sup> rent is due imminently.  
  
For information: Risk assessment 11 Business Live back up onto cloud, and all office computers. Financial data held in cloud system (Scribe).  
Being covered by Personnel Committee minute 035(2025-26) IT support and training - Cloudy IT  
*Resolved: The Committee approved that Councillor Lee-Bromley assists the Clerk in reviewing the quotes and preparing a report with a recommendation for the next available Full Council meeting. The training programme was noted as beneficial for supporting the Clerk's professional development.*

8)

**Interest rates – for information**

Bank	Currently	New rate
Nationwide 90 Day Saver Issue 11	3.40%/3.35% AER/gross a year	From 23/1/2026 3.25%/3.20% AER/gross a year
Hinckley & Rugby Building Society Local Council 90 day notice.	2.90%/2.90% AER/gross a year	From 13/1/2026 2.80%/2.80% AER/gross a year

9)

**Outstanding/In Progress Tasks, RFO – for information**

Detailed in Appendix

10)

**Date of next meeting**

28 April 2026.

## Appendix

	<b>Task (In Progress and Outstanding)</b>	<b>Reference</b>	<b>Last Committee Action</b>	<b>Update/Discussion at Committee</b>	<b>Action</b>
3	Financial Regulations 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.	Allows a signatory Councillor to place payments if the Clerk were ill/on long term leave. Enables business continuity.	29/04/2025 The Clerk to set up Councillors Atkinson and Pearson with immediate effect.	Clerk/RFO sought advice Tuesday 20/01/2026, awaiting response	Clerk
	<b>Kepple Lane Park</b>				
7	Title deeds do not show up on land registry website	8/10/2026 Finance Committee 014(2025-26)	That the lease is extended for an agreed period of time (no longer than 5 years). This will be amended by side letter, including an update to the boundary and rental value (delegated to the Clerk and Chair of Finance to agree).		Clerk & Chair
8	Tenancy Agreement requires alteration due to incorrect boundary being detailed		As above		