



# Garstang Town Council

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Garstang  
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## Finance & Governance Committee Meeting, 27<sup>th</sup> January 2026 Agenda

Minutes of the Finance and Amenities Committee meeting, held at Garstang library, on Tuesday 27<sup>th</sup> January 2026, 7.00pm.

### Present

Chairman: Councillor Pearson  
Councillors present: Allan, Halford and Pearson

Also present: Town Clerk/RFO Edwina Parry

### **027(2025-26) Apologies for Absence** Councillor Atkinson

Councillors Perkins and Webster (ex-officio members)

### **028(2025-26) Declaration of Interests and Dispensations** No declarations of interest or dispensations were received.

### **029(2025-26) Public Participation** There were no members of the public present at the meeting.

### **030(2025-26) Minutes of Finance & Governance Committee meeting, 28 October 2025** A copy of the minutes of the Finance & Governance Committee meeting held on 28 October 2025 had been circulated.

**Resolved:** The minutes of the Finance Committee meeting held on 28 October 2025 were confirmed and signed as a true record.

### **031(2025-26) Receipts and payments account year end 2025/26 (Q3)** The Committee was asked to approve: i) Q3 receipts and payments that included a comparison with budget and ii) approve the bank reconciliation at 31 December 2025.

**Resolved:** The Committee approved Q3 receipts and payments to 31 December 2025 and approved the bank reconciliation at 31 December 2025.

### **032(2025-26) Asset register to 31 December 2025** The Committee was asked to approve the asset register to 31 December 2025. 2 Benches 19/11/2025 1,009.15, installed at Kepple Lane Park had been added for Q3, (value over £250).

**Resolved:** The asset register to 31 December 2025 was approved, subject to the RFO checking and updating

- i) the planters at the Scout Hut and in the Town Centre.
- ii) The depreciation of assets.
- iii) The sound systems location needs to change from 'Councillors residential address to Butchers Court.

**033(2025-26) Full Council Risk register, Clerk**

The risk register had been circulated. The Clerk reported:  
For decision Risk 6 - FCA 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.*

**Resolved:** The Committee approved the change that the FCA limit of £85,000 is changed to £120,000 and accepted the risk register.

**034(2025-26) Interest rates**

The Committee noted the changes in interest rates for the following accounts:

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

**035(2025-26) Outstanding/In Progress Tasks, RFO (detailed in the Appendix)**

- i) Number 3 - The Committee noted the advice received from Unity and that the Council can send a letter signed in accordance with the bank mandate to ask to update their permissions.
- ii) Numbers 7 & 8 an action date of the end of June 2026

**036(2025-26) Date of next meeting**

28 April 2026.

**The Meeting Finished at: 7.23pm**

## 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	8/10/2025 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 End of June 2026.
8	Tenancy Agreement requires alteration due to incorrect boundary being detailed		As above		