



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Finance & Governance Committee Meeting, 28th April 2026 Agenda

FAO Finance & Governance 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 April 2026 at 7.00pm.

If you are unable to attend, please could you submit an apology to the Clerk.

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

Please contact the Clerk by 13.00, Tuesday, 28 April 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

23rd April 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 Committee meeting, 27 January 2026– for decision**

Councillors are asked to approve, as a correct record, the [minutes of the Finance Committee meeting held on 27/1/2026](#).

5) **Receipts and payments account year end 2025/26 (Q4) – for decision**

The Committee are asked to approve:

- i) [year-end Q4 receipts and payment that includes a comparison with budget](#) and
- ii) approve the [bank reconciliation at 31 March 2026](#).

Please note the circulated copies are not to be published; they detail confidential staff salaries.

6) **The Annual Governance and Accountability Return (AGAR) 2025/26, RFO for information and to respond to any questions**

The [Annual Governance and Accountability Return](#) is made up of three parts pages 3 to 6:

a) The Annual Internal Audit Report must be completed by the authority's internal auditor. The Council's internal auditor for year end 2026 ATEECO Specialist Services, for Parish & Town Councils. On 17/4/2026 he reported that he has almost completed the Internal Audit. He has asked a few follow up questions to the RFO.

The authority should receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.

b) Sections 1 and 2 are to be completed and approved by the authority.

c) Section 3 is completed by the external auditor and will be returned to the authority.

The RFO has circulated:

- i) [draft section 2](#), for comment
- ii) 20260331 Receipts and Payments account (detailed above)
- iii) [31/03/2026 Reserves balance](#) (RFO note - transfers of end of year underspends to be shown on 1/4/2026).

For information

Garstang Town Council has been notified that **'your smaller authority has been selected for intermediate review for the 2025/26 reporting year** as part of the required 5% sample of those who would otherwise be subject to a basic review'.

The [additional information required for the intermediate review](#) has been circulated for information.

7) **£120,000 limit – Review of bank accounts (Risk no 6 on the risk register) – for information.**

08/04/26 Unity Bank balance after receiving precept from Wyre Council
£168,687.58.

The RFO is advising, that due to the imminent payment of monies:
Ref Full Council; 214(2025-26) *Lengthsman Expansion Project, Councillor Pearson*

Resolved: *The Town Council resolved to purchase the Tier 3 equipment at an Asset value of £47,640 plus allowed £4,000 for storage, making a total of £51,640. This would be financed by using the following EMR's and rounding up the figure to £52,000,*

There is no requirement to transfer any monies between bank accounts in order to adhere to the Financial Services Compensation Scheme (FSCS) limit of £120,000.

8) **Full Council Risk register, quarterly review – for decision**

The Committee is asked to review the Council [approved risk register](#) and identify any issues for consideration.

9) **Asset Register – for decision**

Councillors are asked to approve the [asset register to 31 March 2026](#); no items were added for Q4, (value over £250).

10) **Wyre Council precept notification, RFO - for decision**

Wyre Council requires the details of the precept by 8 January 2027 ([outlined in their letter dated 23/03/2026](#)).

This will require the Town Council to determine the precept figure at the Town Council meeting on Monday 21st December 2026 with the condition and assurance that the Tax base figure will be sent out to Parish & Town Council's on Friday 4th December 2026 (tbc by Wyre Council).

Town Council meeting to recommend precept figure, recommend budget & notify Wyre Council of precept figure	21 December 2026
Tax base figure received from Wyre Council	4 December 2026
Full Council consider recommended 2 nd draft budget figure & precept from Finance & Amenities Committee	16 November 2026
Finance & Amenities Committee 2 nd meeting to consider feedback from Full Council meeting 20/10/25	Tuesday 27 October 2026
Full Council consider 1 st draft of budget	19 October 2026
Finance & Amenities Committee meet to consider budget	Tuesday 6 October 2026

Full Council to consider objectives for the year ahead (2027/2028) to enable budget preparations to be made.	21 September 2026
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- 11) **Outstanding tasks of Finance & Governance Committee, RFO – for information**
Detailed in the Appendix.
- 12) **Date of next meeting**
Determined at Annual Town Council Meeting 2026.

Appendix

	Task (In Progress and Outstanding)	Reference	Last Committee Action	Update/Discussion at Committee	Action
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 Paperwork to be signed at Committee meeting 28/4/2026.	Clerk
	Kepple Lane Park				
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		