



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Finance & Governance Committee Meeting, 28th April 2026 Minutes

Minutes of the Finance and Governance Committee meeting, held at Garstang library, on Tuesday 28th April 2026, 7.00pm.

Present

Chairman: Councillor Pearson

Councillors present: Allan, Kelly and Pearson

Also present: Town Clerk/RFO Edwina Parry

037(2025-26) Apologies for Absence

Councillors Atkinson and Halford

Councillors Perkins and Webster (ex-officio members)

038(2025-26) Declaration of Interests and Dispensations

No declarations of interest or dispensations were received.

039(2025-26) Public Participation

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

040(2025-26) Minutes of Finance & Governance Committee meeting, 27 January 2026

A copy of the minutes of the Finance & Governance Committee meeting held on 27 January 2026 had been circulated.

Resolved: The minutes of the Finance Committee meeting held on 27 January 2026 were confirmed and signed as a true record.

041(2025-26) Receipts and payments account year end 2025/26 (Q4)

The Committee was 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.

Resolved: The Committee approved year-end Q4 receipts and payment that included a comparison with budget and approved the bank reconciliation at 31 March 2026.

042(2025-26) The Annual Governance and Accountability Return (AGAR) 2025/26, RFO for information and to respond to any questions.

The Committee noted:

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.

That the RFO had 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).

The Committee additionally noted that 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.

The Committee accepted the circulated documents.

043(2025-26) £120,000 limit – Review of bank accounts (Risk no 6 on the risk register)

The Committee noted that the Unity bank balance at 08/04/26, after receiving the precept monies from Wyre Council, was £168,687.58.

The RFO advised that, due to the forthcoming payment associated with the Lengthsman Expansion Project (Ref: Full Council Minute 214(2025–26)), there is no need to transfer funds between bank accounts in order to remain within the Financial Services Compensation Scheme (FSCS) protection limit of £120,000.

044(2025-26) Full Council Risk register, quarterly review

The Committee reviewed the Council [approved risk register](#)

Resolved: That point 13, Risk to public from Trees be amended in the final column to detail Amenities Committee.

045(2025-26) Asset Register

The Committee was asked to approve the asset register to 31 March 2026. no items were added for Q4 (value over £250).

Resolved: The asset register to 31 March 2026, subject to January's outstanding minute being completed.

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.

046(2025-26) Wyre Council precept notification, RFO

The Committee noted that Wyre Council requires the details of the precept by 8 January 2027. 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

Resolved: The Committee approved the timeline detailed above. The RFO was asked to include at item 'for information' requesting projects and related costs in June in addition to September.

047(2025-26) Outstanding tasks of Finance & Governance Committee, RFO

Councillor Kelly noted that Kepple Lane Park was incorrectly described on the Land Registry title documentation.

Footnote: The Clerk subsequently made enquiries with the Land Registry regarding the matter. The following response was received.

Upon investigation it would appear that no error has been made in this instance. The freehold registered under title LAN34250 is correctly registered with the proprietor being Garstang Town Council. The leasehold registered under title LAN124283 is correctly registered with the proprietor formerly Kepple Lane Park Trust. Both title plans are also correctly registered in accordance with the documentation lodged at the time of first registration.

048(2025-26) Date of next meeting

Determined at Annual Town Council Meeting 2026.

The Meeting Finished at: 7.46pm

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		