



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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PR3 1PB

Finance & Governance Committee Meeting,

27th October 2026 Agenda

FAO Finance and 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, 27 October 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 October 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

22nd October 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, 28 July 2026 and 23 September 2026 – for decision**

Councillors are asked to approve, as a correct record, the minutes of the Finance Committee meetings held on 28/7/2026 and 23/9/2026 ([circulated on Teams](#) and [detailed on the website](#)).

5) **Receipts and payments account year end 2026/27 (Q2) – for decision**

The Committee are asked to approve:

- i) [Q2 receipts and payments](#) that includes a comparison with budget, (assessed via Scribe and Teams).
- ii) [approve the bank reconciliation at 30 September 2026](#), assessed via Scribe and Teams.

6) **Review of Reserves policy, RFO – for decision**

Background: Finance & Governance Committee, 23/9/2026

023(2026-27) Review of Reserves policy, RFO

As part of the budget review and good practice, the Committee are asked to review the Council's Reserve policy. The Committee noted that there are no changes in points 5.31 to 5.39 in the 2026 Smaller Authorities' Proper Practices Panel (SAPPP) guidance compared with the 2025 practitioners' guide. The RFO recommended that the Reserves policy be approved unamended from last year.

Resolved: Approval of the Reserves policy was deferred until the next meeting because councillors could not access them while the website was unavailable. In light of the request for a by election the Clerk is proposing that the following is added to the reserves policy.

Since the meeting held on 23/09/2026, there has been a significant development, namely the requirement to hold a by-election to fill the vacancy arising from the resignation of Councillor Atkinson. The RFO advises that the following paragraph should replace the existing text.

The Reserves policy has been circulated [on Teams](#) and is [detailed on the website](#).

Elections Reserve

A dedicated Election Reserve is held to meet the costs associated with by-elections. Given the possible increasing likelihood of by-elections being required, the Council will make annual budgetary provision to build and maintain this reserve. Based on estimates provided by Wyre Council (October

2026), the cost of a by-election is currently estimated at £14,500, including approximately £6,000 for polling card printing and postage. Where election costs exceed the balance of the Election Reserve, the deficit will be funded from other available Earmarked Reserves and/or the General Reserve, with replacement considered as part of future budget setting.

7) **Budget 2027/28, RFO – for decision**
(All supporting papers can be accessed via Scribe and Teams).

Full Council 19/10/2026, Minute 109 (2026-27)

Resolved: The Council reviewed V0.2 budget and approved:

- a) Create a new EMR for Christmas lights of £3,000, recognising that the Council is in year 4 of a 5-year contract.
- b) the Clerk/RFO should consider establishing an earmarked reserve to provide for future by-election costs. Members noted that estimated costs had increased significantly, from approximately £9,200 in 2024 to around £14,500, October 2026. **Committee members have been provided with the following reports:**

- i) [V0.3 Draft budget 2027/28](#) including the forecast report (from November). Since V0.2 was reviewed by Full Council 19/10/2026, the RFO has updated staff salaries, established a new Christmas Lights EMR (£3,000), and included a £5,000 budget provision for election expenses.
- ii) [Budget notes](#)
- iii) [Current EMR balances](#)

The precept has been set at zero to highlight the shortfall. █

In terms of Band D equivalent this would need to be determined following receipt of the Tax Base from Wyre Council.

Receipts	£43,474.12
Payments	£222,688.03
Precept Value 2027-28	£179,213.91
Tax Base (2026/27)	£1,949.65
Band D Equivalent	£91.92
Last Years Precept (2025/26)	£162,269.03
Last Years Band D	£81.98
Change in Precept	£16,944.88
Change in Band D	£9.94

The Committee is asked to: review/recommend the following:

- a) Review/ recommend any changes to Earmarked Reserves balances
- b) Review the V0.3 budget 2027/2028, and make recommendations for it to be considered by Full Council on 16 November 2026.

8) **Date of next meeting**
26 January 2026.

Appendix

	Change	Actioned
Code 12	Virement 0.95 from Code 13 to Code 12.	✓
Code 13	Virement 0.95 from Code 13 to Code 12.	✓
Code 16	Insurance increase budget (to reflect actual figures).	✓
Code 18	Change name to Annual membership.	✓
Code 22	Banking fees increase budget (to reflect actual figures).	✓
Code 28	The Committee approved the RFO's recommendation that EMR 53 Civic Mayor boards is changed to Civic and that the underspends from cost centre Mayoralty are transferred at year end to build up the reserve.	☐
Code 25	Remove Meeting and replace with award.	✓
Codes 30,31,32 & 75	To be detailed under a new cost centre heading of Parish Maintenance Scheme.	☐
code 75	Increase the budget receipt of (RFO reported this would be automated under forecasting) - give an extra £12,000 receipt	✓
Code 37	Change name to Playing field inspections.	✓
Code 38	Cost centre Amenities be amended to include only Codes 37 and 38.	☐
	Create a new EMR for Christmas lights of £3,000, recognising that the Council is in year 4 of a 5-year contract.	✓
Code 25	Remove Meeting and replace with award.	✓