



Garstang Town Council

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Garstang Scout and
Guide Headquarters

Kepple Lane

Garstang

PR3 1PB

Finance Committee Meeting, 10th January 2023 Agenda

FAO Cllrs Atkinson, Allan, Dyer, Halford, Mitchell and Pearson

I hereby give you notice that a meeting of the Finance Committee will be held at Garstang Library (meeting room), Windsor Road, Garstang, PR3 1EX on Tuesday, 10 January 2023 at 7.30pm.

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

Please contact the Clerk by 13.00, Tuesday, 10 January 2023, to express your interest in attending the virtual 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

5th January 2023

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, 15 November 2022**

Councillors are asked to approve, as a correct record, the minutes of the Finance Committee meeting held on 15/11/2022 (circulated on Teams).

5) **Receipts and payments account year end 2022/23 (Q2 and Q3) , RFO – for decision**

The Committee are asked to consider and approve the following (circulated in verification bank reconciliation file on Teams):

- a) Bank reconciliation year ending 31 December 2022 for the 5 cashbooks (copies of bank statements have been included).
- b) Summary receipts & payments to 31 December 2022.
- c) Detailed receipts & payments budget report (1 April 2022 to 31 December 2022)
- d) List of receipts & payments from the 5 cashbooks (1 April 2022 to 31 December 2022). The RFO, has not entered all credit card purchases onto the new cashbook 6). As part of the risk management, the RFO would ask Councillors to view the payments as detailed on the bank statement detailed on the bank verifications.

Councillors are asked to be mindful of Financial Regulations 7.4; salary details are confidential.

The committee will consider Q4 accounts, along with the 2022/2023 end of year accounts on 18/4/2023.

6) **Nationwide saving account, RFO – for decision**

The Nationwide account (Business 95 Day Saver Issue 9 - Monthly interest account) is open. Cashbooks 1 and 2 (HSBC current and deposit account) and the Money Market 3 month investment have been closed.

The Committee are asked to provide a figure to invest into the Nationwide savings account.

Additional information from RFO:

Start with at least £5,000 (up to £10 million, maximum), and make minimum withdrawals of £500. The interest rate is 2.50%. The Money Market 3 month investment closed with a balance of £30,844.

7) **Risk Register, quarterly review, RFO – for decision**

The risk assessment has not been amended.

The Chair and RFO plan to meet before the end of February to complete the outstanding actions, at which point the intention is to review the Risk Assessment in detail, including its format and topicality.

8) **Asset Register 31 December 2022, RFO – for decision**

The asset assessment has not been amended.

The Chair and RFO plan to meet before the end of February to complete the outstanding actions, at which point the intention is to review the Asset Register, to update any outstanding information.

The Chair has arranged to meet with Kepple Lane Park Trust regarding the remaining assets on the park not included on the Town Councils Asset Register, a recommendation will then be brought forward.

9) **Budget 2023/24 – for decision**

At the Town Council meeting on 12/12/2022, the following was resolved, Minute 121(2022-23):

2023/24 Precept and budget figures, Councillor Atkinson and RFO

Resolved: Full Council endorsed the recommendation from the Finance Committee and approved the draft 2023/24 budget, with a proposed precept of £114,434. The Council acknowledged that, based on last year's Tax Base, the Band D equivalent would be £62.26 per year.

The following actions were agreed to be undertaken for the January Committee meeting:

- RFO and Chair of Finance – include actual costs to date.
- RFO – report on the grants received to date from LCC.
- Chair of Personnel – Confirm working from home allowance resolution.
- Cllr Pearson and Cllr Allan – Confirm quotes for works to the War Memorial.
- Cllr Allan – to confirm the governance status of the GGPB.

Since the resolution of Full Council, cited above, the Town Council has received the Tax Base from Wyre Council.

The Tax Base for 2023/24 is 1,883.41, and with the current draft precept level provided to Full Council of £114,434, this equates to a Band D Equivalent of £60.76. This currently results in a Band D increase of £7.97, which equates to 15.1% increase

Committee is asked to resolve the following:

- a) Recommend a 2023/24 Budget to Full Council
- b) Recommend a precept for 2023/24 to Full Council.
- c) Approve any changes to Earmarked or General Reserves
- d) Determine how the 2023/24 precept and budget will be communicated to the public.
- e) Approve a plan for undertaking a 3-year budget, as per Financial Regulations 3.1

10) **Internal Audit year end 31 March 2023, RFO and Councillor Atkinson - for decision**

Proposal:

Three quotes have been sought for the internal audit for year-end 2023. The Committee are asked to appoint a supplier.

Reference	Description	Amount
Supplier A	A council of your size would normally have two audit visits per year. An interim audit from month six of the financial year and a year-end audit to review the accounting statements. However it is noted that you have requested for an annual audit. The quote for the 2022/23 financial year based on one annual audit visit will be £500.00 and the audit would be carried out on site at the council offices. The quote is inclusive of all travel and administration costs.	£500.00
Supplier B	I don't think I am going to be in a position to do your audit for year end 2023 so will decline to quote on this occasion. Cllr Atkinson & RFO response Upon review, it is recommended that this supplier should be excluded, due to the requirements the council has when appointing an Internal Auditor.	
Supplier C	The cost includes pre and follow up exchange of information as necessary, all admin costs, completed report and report breakdown sheet.	£240.00

11) **Lancashire County Pension Fund - Funding Strategy Statement Consultation, RFO – for decision**

The 2022 valuation of the Lancashire County Pension Fund (LCPF) is progressing and we are emailing to seek your views on our revised Funding Strategy Statement (FSS). This email provides further detail on the FSS and how best to respond to this consultation.

Does the Committee wish to respond to the consultation?

12) **Kepple Lane Park Annual Maintenance 2023, Cllr Atkinson, for decision**

Historically, under the previous arrangement when Kepple Lane Park Trust managed Kepple Lane Park (under the lease which has now been terminated), the Town Council would work with the Trust on approving and financing the annual maintenance to take place in February/March.

Now the Town Council has full responsibility for the parks maintenance it needs to determine a suitable maintenance solution for 2023.

In the interests of time, and continuity in the short term, Cllr Atkinson has obtained a quotation for the annual maintenance from the same supplier that has undertaken it for the previous years. The quotation has been circulated with the specification they have provided for the works.

For next year's (2024) annual maintenance, the committee will have had chance to develop a long-term plan for the maintenance of the park, and will then have a blueprint/specification to go out to tender.

Committee is asked to consider if it wishes to approve the quotation of £3,846 (net) from the supplier. If it wishes to it will need to suspend financial regulations 10.3, on the basis that the supplier has been utilised by the council on numerous occasions, and has always undertaken quality work.

Furthermore, the quotation sets out the following: *The Contractor shall invoice the Client for 33% of the contract price prior to commencement of works with another 33% Payable on commencement and the remaining 34% being payable (plus VAT where applicable) upon completion of the work. Unless otherwise stated in the Quotation or unless otherwise agreed by the parties, invoices shall be payable immediately upon receipt.* This will be done in line with Financial Regulations 12.2.

Circulated documents:

- Draft park plan
- Quotation

How does the committee wish to proceed?

13) Amenities – for decision

To pursue outstanding issues with council amenities, committee will review the current issues, and make changes to the outstanding issues as appropriate.

Kepple Lane Park

Issue	Update and Proposal
Trim Trail Gym Instruction Sign has been damaged.	Wyre Council have the sign and are looking at ways for this to be fixed, although have said it doesn't seem as straightforward as it seems. <u>Cllr Atkinson to liaise with Wyre and will either come back to Committee or use financial regulations 4.1 if required.</u>
The chain and handle on one of the spinner arms has come off.	Wyre have no other concerns regarding this equipment. Wyre are getting the costs for the replacement part and will let the Town Council know once they have received these. <u>Cllr Atkinson to liaise with Wyre and will either come back to Committee or use Financial regulations 4.1 if required.</u>

<p>The musical panel in the children's play area is broken.</p>	<p>The supplier of the panel does not have any replacement parts for this item.</p> <p>Some time ago Wyre enquired about replacement and the cost was £1500, albeit the cost has likely increased since that quote.</p> <p><u>Cllr Atkinson looks at alternative solutions/replacement items and reports back to Committee with a proposal.</u></p>
<p>Matting under the spinner is in a poor condition.</p>	<p>Some time ago there was discussion with Wyre Council around replacing the grass and matting under the spinner.</p> <p>Wyre advise that the grass matting surface in place is not suitable for this type of equipment with forced movement, and reinstating the status quo would only lead to it being in the same condition in a matter of weeks.</p> <p>The Lengthsman has been asked on his thoughts for possible solutions.</p> <p><u>Councillor Atkinson and Allan to investigate alternative solutions and bring a proposal back to Committee to improve the spinner ground surface before next summer.</u></p>
<p>Tree Surveys</p>	<p>The order for the KLP tree surveys was placed on the 5th August 2021, on the 2nd November 2021 the Tree Surveys were received by the Town Council.</p> <p>Circulated with the agenda is the tree survey.</p> <p>The tree surveys identify work that needs undertaking, including pruning, mulch around the bases and the felling of some trees.</p> <p><u>Cllr Pearson to lead on arranging for these works to be undertaken.</u></p> <p>Nb, 2 trees fell down on KLP during the bad weather and have been removed by Wyre Council.</p>
<p>Annual Maintenance</p>	<p>Annual Maintenance for 2023 needs planning and undertaking.</p> <p><u>Cllr Atkinson to meet with Garden Inspirations</u></p>
<p>Kepple Lane Park Car Park</p>	<p>The Scout and Guide Building Management Committee has reported a Health and Safety concern regarding an old tree bed on Kepple Lane Park Car Park. Councillors should note that there is a notice displayed on the car park,</p>

	<p>articulating that cars are parked on the car park at their own risk.</p> <p><u>A quote is sought for the square to be filled with tarmac, and this is delegated to the RFO, Cllr Atkinson and Cllr Pearson to resolve within the confines of the Kepple Lane Park/Amenities budget.</u></p>
Kepple Lane Park A6 Hedge	<p>The boundary hedge of KLP onto the A6 has been reported to be hanging over the pavement by the Lengthsman.</p> <p><u>Cllr Atkinson engages with Wyre Council Rangers for this to be trimmed back.</u></p>

Moss Lane Park

Issue	Update and Proposal
Broken Arm of the new Goal Posts	<p>One of the arms on the new goal posts has been broken.</p> <p>The arm has been removed by Wyre Council, and is not repairable.</p> <p><u>Cllr Atkinson arranges for another arm to be ordered from the supplier, and the arms only be put up for the Children's Festival to prevent further damage.</u></p>
Tree Surveys	<p>The order for the KLP tree surveys was placed on the 5th August 2021, the Tree Survey has not yet been completed by the supplier (the order requested December 2021).</p> <p>Cllr Atkinson has asked for this to be undertaken ASAP.</p> <p>A separate agenda item is to be brought forward by Cllr Leech to Novembers Full Council meeting regarding correspondence from a member of the public.</p> <p><u>To be determined by Full Council, Cllr Atkinson has liaised with the contractor to get the surveys done as soon as possible.</u></p>

14)

Allotment Notice

Notice has been served by one of the Allotment Tenants, and the plot is now vacant.

Councillor Atkinson is arranging a visit for January/February 2023 to review the current status of the allotment plot.

Proposal: The committee undertakes the inspection and reviews the current status before advertising any vacancy.

15) **22(2022-23) Accounting Systems, RFO and Councillor Atkinson, for decision**

Background:

Finance committee Minute 22 (2022-23), 15/11/2022

Resolved: Following the councils interim financial operating arrangements [079(2022-23)], it is resolved that the council must move to a cloud based financial accounting system by April 2023.

Proposal: That the purchase of the new accounting system is delegated to the RFO and Councillor Atkinson.

Standing item: outstanding resolutions

16) **Tree Surveys, Councillor Atkinson – For information**

To note that the tree surveys have been received for Moss Lane Park and Kepple Lane Park, and the Chair, Deputy and Clerk will review and bring forward a proposal for action required to be completed post nesting season.

17) **Moss Lane Park, Councillor Atkinson – For information**

Cllr Atkinson has sought an update from the project team on the progression with the meeting with Kompan.

18) **Key Holders Register, Councillor Atkinson – for information**

The key holders register is nearing completion

19) **23(2022-23) Financial Regulations**

Resolved: Following the councils interim financial operating arrangements [079(2022-23)], it is resolved that the council needs to amend its financial regulations. Finance Committee asks the Chair of Finance and the RFO to bring forward an amendment to financial regulations which would allow for council's financial business to still be transacted in the absence of the RFO, including but not limited to the ability to make payments and place orders, by April 2023.

20) **26(2022-23) End of Year Audit 2021/22– for information**

Council notes that the AGAR was not accurately completed before submission for external audit review. (The figure in Section 2, Box 9 of the prior year comparative column does not agree to the prior year final signed AGAR.) The RFO is asked to review the AGAR and provide committee with a correct version, and ensure this is corrected in future years.

The RFO has updated and circulated the section 2 Accounting statements 2021/22 sheet

21) **Date of next meeting**

18 April 2023.