



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Finance and Amenities Committee Meeting, 28<sup>th</sup> January 2025 Minutes

Minutes of the Finance and Amenities Committee meeting, held at Garstang library, on Tuesday 28<sup>th</sup> January 2025, 7.00pm.

### Present

Chairman: Councillor Pearson

Councillors present: Allan, Keyes and Pearson

Councillor Halford (ex-officio member)

Also present: Town Clerk/RFO Edwina Parry.

### 034(2024-25) Apologies for Absence

Councillors Atkinson and Brooks.

Councillor Webster (ex-officio member).

### 035(2024-25) Declaration of Interests and Dispensations

No declarations of interest or dispensations were received.

### 036(2024-25) Public Participation

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

### 037(2024-25) Minutes of Finance Committee meeting, 29 October 2024

A copy of the minutes of the Finance Committee meeting held on 29 October 2024 had been circulated.

**Resolved:** The minutes of the Finance Committee meeting held on 29 October 2024 were confirmed and signed as a true record.

### 038(2024-25) The Good Councillor's Guide to Finance 2025, RFO

Committee members acknowledged receipt of the circulated The Good Councillor's Guide to Finance 2025, which gave an overview of the various aspects of parish and town council finance.

### 039(2024-25) Receipts and payments account year end 2024/25 (Q3)

The Committee was asked to approve:

- i) Q3 receipts and payments that included a comparison with budget and
- ii) the bank reconciliation at 31 December 2024.

**Resolved:** The Committee approved year end Q3 receipts and payments and the Chair signed a copy of the approved bank reconciliation at 31 December 2024.

**040(2024-25) Full Council Risk register, Clerk**

The Clerk drew the Committee's attention to the following risks which fall under the remit of the Finance Committee:

- i) Point 2 Legal / H&S Failure to comply with requirements for operational legal and safety compliance.

Risk Assessments prepared for all assets and professional companies appointed to undertake compliance evaluations where needed.

**Resolved:** The Committee noted that risk assessments were ongoing. Councillors noted that with the change of the Lengthsman's equipment from fuel operated to battery operated, these risk assessments would also need to be updated.

- ii) Points
  - 27 H&S Risks arising from Lone Working  
Lone working minimised where possible, lone working policy and procedures adopted.
  - 28 H&S Workplace hazards Risk assessments undertaken for all assets and communicated to staff.
  - 29 H&S Inappropriate workplace set up results in injury. Regular assessments of suitability of equipment.

**Resolved:** The Committee agreed that 'find my iPhone' is enabled on staff phones to minimise risk of lone working. Councillor Keyes to have access to the app, and be a point of contact for the Lengthsman, when the Clerk is not working/on Annual Leave.

The Committee noted the Clerk's response to points 27-29 relating to the Lengthsman. Risk assessments are ongoing. Lengthsman booked onto Health and Safety at Work (Short Online) and a first Aid course is being processed.

**041(2024-25) Asset Register, RFO**

The Committee considered the asset register to 31 December 2024 and noted that no items had been added for Q3, (value over £250).

**Resolved:** The Committee approved 2 amendments to the register:

- i) Oak tree to be moved to Kepple Lane Park equipment.
- ii) Kepple Lane Park equipment: Outdoor gym equipment (£15,000) and trim trail (£9,299). The Clerk was asked to review with Councillors Atkinson and Pearson, and evaluate if this was a double entry.

The Committee **further resolved** to accept the Asset Register with the 2 amendments.

**042(2024-25) Outstanding and new tasks of Finance and Amenities Committee, RFO**

The Committee actioned the list as detailed in the Appendix.

**043(2024-25) For information (Lengthsman)**

- a) Civic.ly App has been populated by the Lengthsman – all assets have been logged.
- b) Photographs (Before and After) of work carried out by Lengthsman on the footway at Lancaster Road had been circulated.

The Lengthsman was thanked for his work to date.

**044(2024-25) Date of next meeting**

29 April 2025

**The meeting finished at: 8.50pm**

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## Appendix

	Task (In Progress and Outstanding)	Reference	Discussion at Committee	Action
1	Allotments	Ongoing	Clerk seeking weekly updates from CP Placement Coordinator, Probation Service enquiring when they will be starting work and clearing the site. No updates have been provided. Is an alternative plan required?	<p>Lengthsman to put a proposal together to clear the site. The task was delegated to the Clerk to implement, including any hire of tools. Costs to be met from the Allotment EMR and adhering to Financial Regulations.</p> <p>Councillor Pearson to make contact with Probation Service, to see if he can seek a response.</p>
2	Butchers Court storage	.	<ul style="list-style-type: none"> <li>i) A couple of Councillors have asked if the storage is secure and dry to house electrical equipment.</li> <li>ii) The Clerk is still seeking 2 sets of keys for new lock for staff.</li> <li>iii) Clerk advising that a 'stock' take against asset register is actioned with Councillor &amp; Lengthsman.</li> <li>iv) Mayor's chair being homed at Booths</li> </ul>	<ul style="list-style-type: none"> <li>i) Councillor Pearson stated that to the best of his knowledge the storage is secure and dry.</li> <li>ii) The Committee noted that Councillors Pearson &amp; Allan have keys for storage unit. Councillor Halford to ask for 4 sets of keys for the passageway Gate (staff and Councillors Allan &amp; Pearson).</li> <li>ii) Councillor Pearson offered to undertake a 'stock take' with the Lengthsman and note against the asset register.</li> </ul>

	<b>Task (In Progress and Outstanding)</b>	<b>Reference</b>	<b>Discussion at Committee</b>	<b>Action</b>
				iv) Agree that the Chair should be continued to be held at Booths.
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.	Clerk seeking an authorised signatory who would be able to set up any payments. Question to Committee - when to implement.	The Clerk to set up Councillors Atkinson and Pearson with immediate effect.
	<b>Kepple Lane Park</b>			
4	Scout hut car park - vehicle parking by non-users of the park and Scout Hut	Witnessed by staff, conversations had with Councillors and users of the Scout Hut	Hatching of areas to keep access areas clear for the scout hut. The car park is being used by Wyre, TC & scout hut operatives -risk assessment	The Committee agreed that an overall plan was required to address the parking and accessibility of the car park. Councillors Keyes and Pearson to assist the Clerk and Lengthsman. Parking areas that needed to be addressed included in front of fire exits, storage units, garage doors and in front of footpath. A report to be back to the next available Committee/Full council meeting.

	<b>Task (In Progress and Outstanding)</b>	<b>Reference</b>	<b>Discussion at Committee</b>	<b>Action</b>
5	Grass cutting contract not formalised with Wyre Council	168(2023-24) Full Council 20/11/2023 - Kepple Lane Park	Clerk in email communication with Wyre Council – seeking schedule of cuts for 2024. A list of some of the additional jobs done recently has been shared with the Clerk	If information (how many cuts took place in 2024) is still not forthcoming from Wyre officers, the Clerk was asked to contact Wyre Councillors for support. The Clerk to check when payment was due.
6	Power supply for new Electrical equipment		<ul style="list-style-type: none"> <li>i) Clerk has received permission from Scouts &amp; Guides to use electricity, as long as used on separate meter.</li> <li>ii) Staff seeking meeting with electricians for quotes.</li> <li>iii) <a href="#">PAT requirements</a></li> </ul>	The Clerk was advised to make contact with the Town Trust Clerk for assistance on seeking electricians.
7	Title deeds do not show up on land registry website		To be covered with review of Scout Hut Lease to come into effect May 2025. The Clerk is advising 2 Councillors join her on the review.	Councillors Keyes and Pearson to assist the Clerk.
8	Tenancy Agreement requires alteration due to incorrect boundary being detailed		As above	Councillors Keyes and Pearson to assist the Clerk.
9	Tree surveys		Clerk sought advice from Wyre <i>would you be able to signpost me to a suitable specification, detailing what checks I should be seeking from a surveyor, for a park environment and our War Memorial etc</i> Response received from Wyre 14/01/2025.	The Clerk was asked to respond back to the Tree Officer and ask what standards/specification Wyre Council use. The Clerk was advised to network with other Clerks for other specifications.

	<b>Task (In Progress and Outstanding)</b>	<b>Reference</b>	<b>Discussion at Committee</b>	<b>Action</b>
			See summary below. The Clerk is suggesting 2 Councillors join her on the review and putting a specification together for quotation.	
10	Full Council – Removal of ash tree. The Council further resolved that the removed tree is replaced with another tree.	19-Aug 2024 056(2024-25)	The Lengthsman has planted shrubs to deter mountain/push bikes from making a track in this area. Photo attached. The Clerk is asking if a tree is still required? Will report findings back to Full Council	The Committee agreed there was no need to replace the felled tree due to the recent landscaping by the Lengthsman. The Clerk to report to Full Council for information.
11	Goal mouth on Kepple Lane Park		Clerk delegated to Lengthsman to address. Any additional comment?	Agreed. Also agree that a Facebook 'loan of metal detector' request be posted for the Lengthsman to try and locate the goal mouth sockets.
12	Storage units require painting due to ASB		Lions community group to action, Town Council to pay for materials.	Councillor Allan reported that this should take place early February (weather dependent).
13	Removal of old plastic planters (transferred to the Town Council)		Clerk & Lengthsman actioning with Councillor Pearson	The Clerk was advised of people who could possibly assist.
	<b>Moss Lane Park</b>			
14	Poor field drainage		In progress: 16/12/24 136(2024-25) The Town Council agreed, in principle, to the submission of the Moss Lane Park Improvements project to Wyre Council, via GGPB.	Covered in minute 136(2024-25).
15	Continued lack of drainage within the trampoline		How does the Committee wish to address this issue?	To be included in minute 136(2024-25).

	<b>Task (In Progress and Outstanding)</b>	<b>Reference</b>	<b>Discussion at Committee</b>	<b>Action</b>
16	Damage to fence around play area caused by strimming of grass		How does the Committee wish to address this issue?	Lengthsman to review and address with Councillor Pearson.
17	Plan for ex-Councillor Leech's Mayoral Funds which have been transferred to the Council		How does the Committee wish to address this issue?	No further action required on this item. Monies have been placed in Moss Lane EMR.
	<b>Pat Seed Garden</b>			
18	Long term plan for repaving		How does the Committee wish to address this issue?	Lengthsman to provide a visual inspection report, on the surface, as the first step.
	<b>War Memorial</b>			
19	Requires areas of re-pointing and inspection		How does the Committee wish to address this issue?	A monthly visual check of War Memorial to be carried out by the Lengthsman. The Clerk to seek a professional inspection of War Memorial to assess what work is required.
20	No disabled access		How does the Committee wish to address this issue?	The Clerk to seek advice from the War Memorial Trust.