



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Finance Committee Meeting, 8<sup>th</sup> July 2025 Agenda

### **FAO Finance and Amenities Committee**

You are summoned to attend the meeting of the Finance and Amenities 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, 8 July 2025 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, 8 July 2025, 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  
3<sup>rd</sup> July 2025

# Agenda

1) **Appointment of Chair – for decision**

Reference: the Committee of the [Terms of Reference and Scheme of Delegation](#). Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Deputy-Chairman who shall hold office until the next Annual Meeting of the council.

2) **Appointment of Deputy Chair – for decision**

3) **Apologies for Absence**

4) **Declaration of Interests and Dispensations**

5) **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.

6) **Minutes of Finance Committee meeting, 29 April 2025 – for decision**

Councillors are asked to approve, as a correct record, the [minutes of the Finance Committee meeting held on 29/04/2025](#) (circulated on Teams).

7) **Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

To resolve that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the business to be conducted, the press and public be excluded from the meeting.

8) **Assistance of Lengthsman to neighbouring parishes – RFO for decision**

Further to Personnel Committee Minute 043(2024-25) and Finance Committee minute 055(2024-25), the Committee are asked to consider [the business case report](#) and make a recommendation to Full Council to consider.

9) **Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**

To resolve that the confidential business having been concluded, the press and public be re-admitted to the meeting.

10) **Receipts and payments account year end 2025/26 (Q1) – for decision**

The Committee are asked to approve:

- i) [Q1 receipts and payments](#) that includes a comparison with budget (assessed via Scribe and Teams) and
- ii) approve the [bank reconciliation at 30 June 2025](#) (assessed via Scribe and Teams).

11) **Report from Internal Auditor – for decision**

As part of the AGAR external audit checklist the Town Council needs to have taken 'appropriate action on all matters raised in reports from internal and external audit.'

To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal

audit and taken corrective action as appropriate. The Committee is asked to consider [the Internal Audit report](#), circulated on Teams, and recommend any action to be taken.

Recommendations:

- i) Biodiversity policy. There is a requirement for the Council to have a policy in place.

The Clerk is advising that this policy is delegated to the Clerk in consultation with the Lengthsman to produce. Examples that will be drawn upon are [SLCC template document](#) and other parish councils.

- ii) Cloud storage but relying only on MS365 retention protocol - anything deleted locally is deleted in the cloud and cannot be recovered after 90 days - the Council should consider a backup service from a reputable provider which will take a snapshot of all files inc. emails so that they can be restored in the event of deletion.

The Clerk is advising that although no recommendation is made, that in line with [Smaller Authorities Proper Practices Panel \(SAPPP\) guidance \(advisory note from LALC\)](#) and the requirement *All Councils now must have an IT Policy covering its work and equipment*, that this point raised is covered in a forthcoming IT policy.

12) **Full Council Risk register, Clerk – for decision**

The [risk register](#) has been circulated.

Are there any risks which Councillors wish to bring to the attention of the Clerk?

13) **Asset Register – for decision**

Councillors are asked to approve the [asset register to 30 June 2025](#). No items have been added for Q1.

14) **Summary outstanding/In Progress Minutes Log – for information**

Detailed in the Appendix.

15) **Date of next meeting**

Tuesday 7.00pm, 7 October 2025.

	<b>Task (In Progress and Outstanding)</b>	<b>Reference</b>	<b>Last Committee Action 29/04/2025</b>	<b>Update/Discussion at Committee</b>	<b>Action</b>
1	Allotments	Ongoing	Seek quote for contractor to lay paving slabs for pathway.  Residents not living in township of Garstang to be advised to contact the parish council where they reside. Clerk to collate draft agreements	In progress  All plots filled. Tenancy agreements to be sent out. Updated waiting list. Advising waiting list form be added onto website, for any enquiries.  Inspection regime incorporated into Lengthsman duties.	
2	Butchers Court storage	.	i) Councillor Pearson offered to undertake a 'stock take' with the Lengthsman and note against the asset register.	i) Councillor Atkinson & Lengthsman to 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.	The Clerk to set up Councillors Atkinson and Pearson with immediate effect.	Clerk/RFO to action	
	<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	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	Next action hatching.	

	Task (In Progress and Outstanding)	Reference	Last Committee Action 29/04/2025	Update/Discussion at Committee	Action
			be back to the next available Committee/Full council meeting.		
5	Grass cutting contract not formalised with Wyre Council	168(2023-24) Full Council 20/11/2023 - Kepple Lane Park	See what invoice states, find out terms, Terms & Conditions to present to council.	Clerk/RFO to action	
6	Power supply for new Electrical equipment		i) <a href="#">PAT requirements</a>	i) Clerk/RFO & Lengthsman to action	
7	Title deeds do not show up on land registry website		Councillors Keyes and Pearson to assist the Clerk with review of Scout Hut Lease to come into effect May 2025.	Clerk/RFO to action	
8	Tenancy Agreement requires alteration due to incorrect boundary being detailed		Councillors Keyes and Pearson to assist the Clerk.	As above	
9	Tree surveys		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.	Clerk/RFO to action	
10	Goal mouth on Kepple Lane Park		East, west, 3 <sup>rd</sup> one installed but not 4 <sup>th</sup> . Reduce to single goal mouth, to allow ground to recover. Councillors Atkinson & Keyes to assist in taking in a goal post. Storage is an issue. Grass replaced - Lengthsman to reseed		
11	Storage units require painting due to ASB		Councillor Allan reported that this should take place early February (weather dependent).	Task completed.	Give donation for carrying out work.
13.	Boundary with Elite motors.		Councillors Keyes & Pearson & Lengthsman for July's meeting. Dead hedge impeded		

	Task (In Progress and Outstanding)	Reference	Last Committee Action 29/04/2025	Update/Discussion at Committee	Action
			throughfare with clippings. Work take place in Autumn.		
	Vandalism on Kepple Lane Park				July's meeting
	<b>Moss Lane Park</b>				
14	Damage to fence around play area caused by strimming of grass		Question about drainage funding GGPB. Lengthsman reported that wood rot is not all damage from strimmer's. Rehire power brush. Wooden fence with iron frame? Clerk to seek quotes to replace fencing.		
15	Gate entrance	Finance Committee minute 012(2024-25)  Councillor Atkinson		The exit from Moss lane park onto Church street is too narrow. I have struggled to get our wheelchair through there and I have also witnessed other people (on mobility scooters) struggle to navigate through it. As it is next to Abbeyfield House (people on said scooters), this exit either needs to be made bigger or the barrier removed entirely Gates on parks, gates should be pull, because a child will naturally lean/push and open them. Gates need to be heavier as the gates on MLP Children's park are too light and they have no lock on them. Doesn't feel safe having kids in the park especially when it is so near to Kepple lane.	
	<b>Pat Seed Garden</b>				
16	Long term plan for repaving		Lengthsman to provide a visual inspection report, on the surface, as the first step.	Inspection report submitted by Lengthsman	Do short term works.

	Task (In Progress and Outstanding)	Reference	Last Committee Action 29/04/2025	Update/Discussion at Committee	Action
					Contracting works for September.
	<b>War Memorial</b>				
17	Requires areas of re-pointing and inspection		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.	Inspection report submitted by Lengthsman	Pavers are in good condition. Back and front walls need attention. Contracting works for September. Visit by Councillor Allan & take photos.
18	No disabled access			The Clerk to seek advice from the War Memorial Trust.	July