



# Garstang Town Council

Town Clerk: Mrs E Parry

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PR3 1PB

## Personnel Committee Meeting, 7<sup>th</sup> May 2025 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library,  
on 7<sup>th</sup> May 2025, 7.00pm.

### **Present**

Chair: Councillor Perkins

Councillors: Atkinson, Keyes and Perkins

Also present: Town Clerk Edwina Parry

### **037(2024-25) Apologies for Absence**

Councillors Brooks.

Councillor Webster (ex-officio member)

### **038(2024-25) Declaration of Interests and Dispensations**

There were no Declarations of Interest declared or requests for dispensations.

### **039(2024-25) Minutes of the last meeting**

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 29 January 2025.

**Resolved:** The minutes of the meeting held on 29 January 2025 were confirmed and signed as a true record.

### **040(2024-25) 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 remainder of the business, the press and public be excluded from the meeting.

### **041(2024-25) Chairman's report – Councillor Perkins**

The Chair reported:

- i) Clerk's workload – It had been a busy period March – May annually. She had supported the Clerk by informing Councillors what the priorities were in this period.
- ii) On the number of tasks from Finance and Amenities Committee that had been completed by the Lengthsman and the Clerk. The Committee thanked and congratulated the Lengthsman for his positive attitude. Members acknowledged that he had willingly undertaken a range of additional tasks beyond those set out in his job description, and

expressed their appreciation for his continued dedication and service to the community.

- iii) A discussion took place about the splitting of the Finance & Amenities Committee, and the potential to replace the Planning Committee with an Amenities Committee that would meet every other month Committee before Full Council. The Clerk was asked to work up a proposal for June's Town Council meeting. Councillor Atkinson reported that he had some documentation on file that may assist.
- iv) Discussion took place about diarise the Awards evening out of April. The Clerk reported that she had discussed with the Mayor about making the Town Meeting a 30 minute meeting before April's Town Council meeting next year. Written reports would be available. The Committee thought this would a good suggestion to pursue. Discussion then took place on the Awards evening itself and where this could be moved in the Council diary.

**Resolved:** The Clerk was asked to draft an agenda item, with the recommendation to have a 30 minute Town Meeting before April's Town Council meeting in 2026. The Committee **further resolved** to have the next awards ceremony in early July 2026. The Mayor's award would be presented at Mayor Making, as part of the outgoing Mayor's speech. The Clerk was asked to work up the recommendation up with the Chair of Personnel and let the Mayor elect, Councillor Webster know of the forthcoming arrangements.

- v) The Clerk had successfully completed The Principles of Internal Auditing Local Councils (PIALC); an online sector specific learning course designed to establish a more regulated and standardised process for internal auditing within local councils. The course covers essential principles and guidelines to ensure effective and efficient internal audit practices. The Clerk was congratulated on successfully completing this training.

#### **042(2024-25) Staffing report, Clerk**

- a) Meetings with the Lengthsman take place on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month.
- b) The Lengthsman's probation period had been successfully completed.
- c) Minute 032(2024-25) outstanding  
*Resolved: The Committee resolved the following:*
  - i) *subject to the output of the probation review the Clerk be approved to suggest to the lengthsman that given his extensive experience and excellent work completed to date the Council can see potential progression and scope increases within the lengthsman's role.*
  - ii) *Authority be delegated to the Clerk and Councillor Atkinson to draft a development plan for the Lengthsman. The Clerk shall then review this with the Lengthsman to add further detail. This may consider areas such as tree surveys, green space improvement projects, the allotments, risk assessments and equipment management.*

*iii) The Clerk shall undertake a review with LALC on pay grading, and undertake benchmarking with other councils.  
The Committee further resolved that points ii) and iii) shall be brought forward to Full Council or Personnel Committee, once complete.*

d) The Lengthsman had successfully completed First Aid at Work course.

**043(2024-25) Assistance of Lengthsman to neighbouring parishes**

The Clerk reported on the Finance Committee meeting held on 29/04/2025 whereby the Committee had considered the following:

*Leading on from Mr Mayor, Councillor Halford visiting neighbouring parish councils and advocating the following to promote the value of working more closely, particularly on matters such as information sharing, collective initiatives, providing cover for Parish Clerks and Lengthsman.*

The Finance & Amenities Committee had resolved that a business report, to be prepared by staff, be tabled at July's Finance & Amenities Committee meeting.

The Clerk advised that the business report needed to be considered by the Personnel Committee. The Chair, Councillor Perkins was Deputy Mayor elect for 2025-26, so would be able to attend the meeting and vote on the recommendation. The recommendation would be then put forward for Full Council to approve.

**Resolved:** That the Chair of Personnel Committee be invited to the Finance & Amenities Committee meeting and have a vote in the report of assistance of Lengthsman to neighbouring parishes.

**044(2024-25) Full Council Risk register, Clerk**

**Resolved:** The Council considered the approved the risk register. No points were raised.

**045(2024-25) 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.

**046(2024-25) Town Crier, Councillors Keyes**

The Clerk and myself met with the Town Crier on 17/04/2025. VE day and the involvement of the Town Crier was discussed. The Clerk asked if another member of the Committee wished to join Councillor Keyes as a point of contact for the Town Crier (said Councillor must be able to attend day time meetings).

**Resolved:** Councillor Perkins was appointed as a point of contact, alongside Councillor Keyes.

**047(2024-25) Date of next meeting**

To be confirmed at the Annual Town Council meeting on 22/05/2025.

**The meeting finished at 8.18pm**