



# Garstang Town Council

Town Clerk: Mrs E Parry

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Garstang Scout and  
Guide Headquarters,  
Kepple Lane  
Garstang  
PR3 1PB

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

### **Personnel Committee Members and members of the press & public**

You are summoned to a meeting of the Personnel Committee to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library, Windsor Road,  
Garstang, PR3 1EX

on Wednesday 7<sup>th</sup> May 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, Wednesday 7<sup>th</sup> May, 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

1<sup>st</sup> May 2025

# Agenda

- 1) **Apologies for Absence**  
To receive apologies for absence.
- 2) **Declaration of Interests and Dispensations**  
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
- 3) **Minutes of the last meeting – for decision**  
Councillors are asked to approve, as a correct record, the [minutes of the meeting held on 29 January 2025](#).
- 4) **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.
- 5) **Chairman’s verbal report – Councillor Perkins – for noting and decision**
- 6) **Staffing report, Clerk – for noting and decision**
- 7) **Assistance of Lengthsman to neighbouring parishes - for decision**
- 8) **Full Council Risk register, Clerk – for decision**  
The Council approved the [risk register](#) at the Town Council meeting on 20 May 2024, minute 305(2023-24). Does the Committee wish to raise any points?
- 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) **Town Crier, Councillors Keyes – for decision**  
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 is asking if another member of the Committee wishes to join Councillor Keyes as a point of contact for the Town Crier (said Councillor must be able to attend day time meetings).
- 11) **Date of next meeting**  
Tbc at the Annual Town Council meeting on 22/05/2025.