



# Garstang Town Council

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Garstang  
PR3 1PB

## Personnel Committee Meeting, 3<sup>rd</sup> December 2025 Minutes

Minutes of the Personnel Committee meeting, held at Garstang library,  
on 3<sup>rd</sup> December 2025, 7.00pm.

### **Present**

Chair: Councillor Perkins

Councillors: Hesketh, Keyes, Lee-Bromley and Perkins.

Also present: Town Clerk, Edwina Parry

Councillor Brooks was not present.

### **027(2025-26) Apologies for Absence**

Councillor Atkinson

Councillor Webster(ex-officio member)

### **028(2025-26) Declaration of Interests and Dispensations**

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

### **029(2025-26) Minutes of the last meeting**

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 10 September 2025.

**Resolved:** The minutes of the meeting held on 10 September 2025 were confirmed and signed as a true record.

### **030(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

The Committee resolved 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.

### **031(2025-26) Chairman's verbal report – Councillor Perkins**

The Chair reported that the Lengthsman's work had been widely praised and was making a clear difference to local residents. She further noted positive feedback concerning the condition and appearance of the Allotments.

### **032(2025-26) Staffing report, Clerk**

#### **i) Lengthsman operations update**

- The Lengthsman continues to be an invaluable member of the team.

- The Committee noted the report on the Amenities & Public Realm Committee meeting held on 20/10/2025.
- ii) **Lengthsman appraisal**  
In accordance with Standing Orders 19c, the Committee noted and approved that the Lengthsman's appraisal was completed and signed off on 06/11/2025
- iii) **Clerk TOIL in exchange for A/L**  
The Committee approved that the Clerk, in consultation with the Chair of Personnel and the Mayor, may convert any excess TOIL into Annual Leave.

**033(2025-26) Lengthsman expansion scheme, Clerk**

**a) Confirm delegation of Personnel related tasks of the Lengthsman expansion scheme to staff**

**Resolved:** The Committee approve Full delegation of management, HR, selection and Personnel responsibilities, for the Lengthsman expansion team, to the Clerk, in consultation with the Lengthsman. It is anticipated that the Chair of the Committee will be involved in the interview process.

**b) Remuneration of staff with Lengthsman expansion scheme**

**Resolved:** The Committee received the Clerk's update on staffing implications for the proposed scheme and approved the measures in principle. It was noted that the scheme will require adjustments to roles and hours, with associated costs expected to be met from Earmarked Reserves

On a separate note Councillor Keyes wished to see a list of the Council risk assessments.

**034(2025-26) Staff Accommodation, Office Space and Storage – seeking Committee guidance on next options to pursue.**

**Resolved:** That the Clerk and Councillor Perkins meet with the owner of the Clerk's hot desk office space in the New Year, to explore flexible use of the office for staff on Tuesdays and Thursdays. The Committee did not support establishing a Groundsman office at Kepple Lane.

**035(2025-26) IT support and training - Cloudy IT**

The Committee considered the Society of Local Council Clerks' November 2025 magazine IT article and the Cloudy IT quotation for a tailored IT support and training package for local councils.

**Resolved:** The Committee approved that Councillor Lee-Bromley assists the Clerk in reviewing the quotes and preparing a report with a recommendation for the next available Full Council meeting. The training programme was noted as beneficial for supporting the Clerk's professional development.

**036(2025-26) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**

The Committee resolved that, the confidential business having been concluded, the press and public be re-admitted to the meeting.

**037(2025-26) Council surgery, Councillor Perkins**

**Resolved:** If a standby Councillor is unable to attend, the onus is on that Councillor to find a replacement.

In addition, the Clerk was asked to compile and circulate a list of contact numbers for Councillors and staff. The potential creation of a WhatsApp group was also discussed.

**038(2025-26) Full Council Risk register, Clerk**

The risk register had been circulated.  
No risks were brought to the attention of the Clerk.

The Clerk reported that the IT risks would be included with the Cloudy IT review (minute 035)

**039(2025-26) Town Crier, Councillors Keyes**

The Clerk had circulated notes of the Town Crier catch up on 4/11/2025.  
The Committee value the Town crier as a great asset to the Council.

**040(2025-26) Date of next meeting**

11 March 2026.

**The Meeting Finished at: 8.05pm**