



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

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

Personnel Committee Meeting, 3rd December 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 3rd December 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 3rd December, 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

27th November 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 10 September 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**
The Chair will provide a verbal update.
- 6) **Staffing report, Clerk – for noting, information or decision**
- 7) **Lengthsman expansion scheme, Clerk – for decision and noting**
- 8) **Staff Accommodation, Office Space and Storage**
- 9) **IT support and training - Cloudy IT – for decision**
- 10) **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.
- 11) **Council surgery, Councillor Perkins – for decision**
Proposal: If a standby Cllr is unable to attend, the onus is on that Councillor to find a replacement.
- 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) **Town Crier, Councillors Keyes – for information**
The Clerk has circulated notes of the [Town Crier catch up 4/11/2025](#).
- 14) **Date of next meeting**
11 March 2026.