



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, 16th September 2026 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 16 September 2026 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 16 September, 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

9th September 2026

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 [15 July 2026](#).
- 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 Hesketh – for noting**
- 6) **Staffing report reporting period: 15 July 2026 to present, Clerk – for noting and information**
- 7) **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.
- 8) **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?
- 9) **Safeguarding policy– for information**
The Chair and Clerk will provide a verbal update.
- 10) **Date of next meeting**
2 December 2026.