Garstang Town Council

Town Clerk: Mrs E Parry
Tel: 07592 792 801
email: garstangtc@btinternet.com
Garstang Police Station
Moss Lane
Garstang
PR3 1HB

Members of the public

The Planning Committee will meet at 7.15pm,
prior to the Full Council meeting in the library

I hereby give you notice that a meeting of the Council will be held
at Garstang Library, Windsor Road
on Monday 19 February 2018 at 7.30pm.

E Parry
Town Clerk
14 February 2018

A G E N D A

1. 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
   Councillors are asked to approve as a correct record, the minutes of the Town Council
   meeting held on 15 January 2018 (enclosed).

4. Public Participation
   The Mayor will ask Councillors to agree to adjourn the meeting to allow non-Councillors to
   speak and will ask Councillors to agree to reconvene the meeting on the conclusion of the
   public participation.
   The Clerk is reminding Cllrs of standing orders applying to public question time:
   1g In accordance with standing order 1(d) above, a question asked by a member of the public
during a public participation session at a meeting shall not require a response or debate.
   1h In accordance with standing order 1(g) above, the Mayor may direct that a response
to a question posed by a member of the public be referred to a Councillor for an oral response or to
an employee for a written or oral response.

5. Wyre Council meeting with the Leader, Cllr Henderson and Mr Payne, Chief Executive
   and Wyre ward Cllrs – Cllr Ryder - for information
   In preparation for the meeting between Cllrs. Ryder and Hynes with the leader of Wyre
   Borough Council Cllr. Henderson and Wyre Borough Council Garry Payne, as agreed at
   January’s Town Council meeting, the following questions were raised. Wyre Borough
   provided the following answers.
   Wyre Borough Cllrs. Atkins and Collinson were also present.
   a) Q What’s happening with the capital receipts from the community centre building, will the money be
      coming into Garstang? Why is there no apparent indication of the sale proceeds of the unit in the
      “capital receipts” section of the budget figures for the rest of 2017/18 and the whole of 2018/19, or are
      these funds, when they eventually arrive for repairs and maintenance?
      A Capital receipts from the sale of any asset are not ring fenced and that is the same for Garstang
      Business Centre. The receipt will be used to partially fund improvements and on-going maintenance
      to assets across the borough including assets in Garstang such as the leisure centre and pool.
      A capital receipt figure for Garstang Business Centre is not referenced in the budget because the sale
      has not as yet been completed.
   b) Q Why are Wyre Council reneging on their public commitment at a public meeting that a proportion of
      the sale money would be distributed amongst the former GRD Councils for specific projects.
      A The former Leader of the Council Cllr Gibson made a verbal statement that part of the capital
      receipt would be used to fund the completion of the hall at St Thomas’s. At no time was a figure
included in the budget nor approval given by full Council and I have stated on numerous occasions any variation to the approved budget has to be formally agreed by full Council.

c) Q Update on when work will be starting on the community centre.
A When the sale of Garstang Business Centre has been completed the developer will provide the Town Council with a full and detailed project plan including a schedule of demolition.

d) Q How will the current entrance be maintained to allow access onto the car park.
A Maintaining access to the car park during construction works will be agreed with the developer and shared with the town council.

e) Q The high street is the only long stay car park in the town where residents/visitors can park and stay for over 3 hours. This facility is required for the events and festivals that are taking place in Garstang in 2018. The TC seek assurance that the long stay facility will be maintained during development of the site.
A I and elected Members have stated that the long stay car park will continue to operate as at present and there are no plans to make the car park a short stay only car park.

f) Q Communication is key between the Town Council and Wyre Council. There is concern about the lack of communication between the 2 Council's.
A I am aware that Philip Gunson our Senior Estates Surveyor has provided you with information and answers to previous questions and he will keep you up to date with progress.

g) Q What will happen to Cherestanc Square if Booths were sold? Cllr Brooks said that he would provide details of the exchange of land Between Wyre Council and Booths, prior to the Booths development.
A The last question about the sale of Booths is pure speculation and I cannot comment on your question.

At the meeting Cllr. Henderson stated that whilst he could not be responsible for matters that occurred in the past he would take full responsibility for any new issues raised. He stressed that the Town Councils first communication should be via the ward councillors and it was agreed that regular meetings between the Town Council and the ward councillors would take place. It was also agreed that the annual Ward Walk would be reinstated. He went on to say that if necessary he would be available either on the phone or face to face to discuss any Town Council concerns.

6. War Memorial, Clerk and Cllr Harter– for decision
Further to January’s meeting, the Clerk has received the following advice.

**Philip Gunson, Senior Estates Surveyor**
I have now had feedback from the Corporate Management Team and they advise that they wouldn’t object to the Town Council relocating the flagpole if suitable.
Presently the flagpole appears to be de-mountable with bolts and a hinge arrangement and it may be preferable to keep this facility when installing the flagpole at a new location for ease of maintenance and to temporarily remove prior to any adverse weather forecasts.

Apparenly planning permission is not required for a flagpole provided that it flies only any of the following types of flag:
(a) Any country’s national flag;
(b) The flag of the Commonwealth, the European Union or the United Nations;
(c) The flag of any English county;
(d) The flag of any saint.

However it would be advisable to check with the Council’s’ Planning Department before placing the flagpole at its final location.

**Follow up advice from David Thow, Head of Planning**
A flag, in planning terms, is an advertisement, and the flag pole is part of the advertisement by reason of it being the structure used to support the advertisement. The Advertisement Regulations, however, do not apply to the following:
(a) to (d) listed above.

i.e. advertisement consent is not required if the flag pole is used to fly one of these flags.

Flying the Armed Forces Flag would therefore require advertisement consent as it is not listed above. However, if the flag pole is only used for flying the Armed Forces flag once a year and the flag pole is used the rest of the year to fly one of the flags identified in (a) to (d) above, then I would conclude that such a use on one day each year was not material and therefore acceptable.

A site meeting took place on Sunday 11 February, with Cllrs Harter and Allan, Chair of Garstang Bloom and Garden Inspirations. A proposal will be brought to March’s meeting on how the War Memorial could be redeveloped.

**Does the TC wish to proceed with relocating the flag pole, and include it in the re-development proposals, in light of the advice received from Wyre?**

**Do any other Cllrs wish to be involved in the project alongside Cllrs Allan and Harter?**
7. **Scarecrow Festival, Cllr Webster - for decision**
   a) **For decision** As you are all aware, The Cubbin's family are providing the funfair for the Scarecrow Festival 20th - 22nd July 2018 at Moss Lane playing fields. I have met with the family and they are concerned about the access to the playing fields for their rides & equipment. The access is via a gate on Moss Lane and the opening measures 10 foot. Mr Cubbin's and his team would like the access point to be increased to 20 feet. They have also offered to pay for all the costs associated with widening the gate/access point. How would the Council like to respond? Photographs are in the background papers detailing the access point.

b) **For information** The Scarecrow Festival is coming on leaps and bounds. The funfair is booked, along with children’s activities and entertainment such as Little Zoo, splat the scarecrow and face painting. We also have CRY (Matthew Hesmondalgh Fund) live music, cake, food, sweet, icecream and craft stalls booked. For clarity all scarecrow entries will be charged at £2 and the categories are: Under 7’s, 7-17 years, 18 years and over, community groups, independent businesses and other businesses. Scarecrows from individuals, businesses, community groups and schools who are not located on the official scarecrow trail are still able to enter a scarecrow and we will display their scarecrow on the trail for them. The drop off point for these scarecrows the week leading up to the scarecrow festival will be announced soon. The official trail will include Church Street, Moss Lane, High Street, Bridge Street, Park Hill Road, Croston Road, Windsor Road, Lancaster Road and Station Way. The map illustrating the official trail will be published soon. We are very busy working with Team ShazzAnn to raise funds for our chosen charities namely CRY and Macmillan in the North West. The ladies are very busy collecting raffle prizes for the Scarecrow Festival raffle which include a nights stay at Barton Grange Hotel, plus many gifts and vouchers from the local shops & eateries. The raffle tickets will be on sale in March. In addition to the raffle, Team ShazzAnn & myself are walking the Yorkshire 3 Peaks within 12 hours in June, again for the Scarecrow Festival nominated charities. We are also very lucky to be included in the local fundraising fashion show which will be held Saturday 3rd March 2-6pm at Kirkland & Catterall Memorial Hall. The proceeds will be split between Kidney Research and the nominated charities of Garstang Scarecrow Festival. Tickets are on sale at Crimpers hairdressers on Bridge Street. We are also working very closely with the public houses in Garstang and will be promoting a music festival at the scarecrow festival. Many of the public houses will be providing live music on the evening of Saturday 21st July. The venues and acts will again be announced soon.

8. **Moss Lane playing field, Cllr Ryder - for information**
   Applications for grants have been submitted and we are now awaiting the outcome. In the interim we have met with several suppliers and obtained quotes. The next step will be to have a public consultation from which we can produce a specification to send to the suppliers for firm quotes. We would then look to selecting a preferred supplier.

   **Goal posts – for information**
   The Clerk has sought advice from Wyre Council about the possibility of installing nets on the goal posts and marking out the football pitch. The matter is ongoing and further advice is being sought from other groups/organisations.

9. **Wyre Business Plan - Implications for Garstang and Rural East, Cllr Brooks – for decision**
   Could you ask Mrs Hesketh to attend and address the TC?
   Does Full Council wish to invite Mrs Hesketh to the next TC meeting?

10. **Neighbourhood Plan, Clerk - for information**
    The neighbourhood plan for Garstang has been submitted to Wyre Council along with the boundary map (the Ward of Garstang). The application is detailed in the background papers. **Fiona Riley, Planning Officer**
    In relation to the next stage, I have been reviewing the regulations and in this case, we do not believe that a public consultation is required. Therefore I believe the Head of Planning in liaison with the Portfolio Holder will determine the application.
    Due to various timescales and commitments, I expect to process the application on 21 February onwards.
Further to January’s minute 181(2017-18) ‘that a summary paragraph of the commitment required, as an agenda item for the next meeting in January’; the paragraph has not been received. It is anticipated that this will be received along with the Terms of Reference for March’s meeting from Cllr Brooks

11. Garstang Post Office, 39 High Street, Public Consultation – Branch Relocation – for decision

I am writing to let you know that we are proposing to move this branch next door to 34-37 High Street, Garstang, Preston, PR3 1EA.

As you will be aware, our partners and agents operate Post Office branches alongside their private retail business, and it is important that they make the very best use of their resources to ensure future sustainability of both their business and the Post Office service. In this case, our partner has identified an opportunity to re-locate next door. Our partner firmly believes that the move will help safeguard the viability of their business, including the Post Office service.

Customers would benefit from longer opening times and modern spacious premises. Full details of the proposed new service are provided at the end of this letter.

Consulting on the proposed change

We're now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on this proposal particularly on the following areas:

- How suitable you think the new location and premises are and how easy it is to get there
- Are the new premises easy for you to get into and is the inside easily accessible
- Are there any other local community issues which you believe could be affected by or affect the proposed change
- If the move were to proceed is there anything we could do to make it easier for customers

If you have any comments or questions, please email or write to me via our Communication and Consultation team, whose contact details are below. Any information we receive will be considered as we finalise our plans for the new service. If others in your organisation are interested in the proposal, please feel free to let them know about it. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them “In Confidence”.

Dates for the local public consultation:
Local Public Consultation starts - 23 January 2018
Local Public Consultation ends - 06 March 2018
Proposed month of change - April/May 2018

12. LALC – for decision

We are delighted to announce Lobby Day [http://www.nalc.gov.uk/our-work/lobby-day](http://www.nalc.gov.uk/our-work/lobby-day) will be taking place for its fourth consecutive year on 20 March 2018.

Lobby Day is an annual opportunity for county associations and local councils to form stronger relationships with their MPs. We want all of you to embrace this fantastic opportunity to engage with your MP(s) and promote the great work you have been doing locally.

Does the TC wish to make any comment?

13. Wyre Council, Wyre Local Plan 2018 – for information

I am writing to let you know that on 23 January 2018 the council submitted the Wyre Local Plan to the Planning Inspectorate for examination.

Inspector Mark Dakeyne BA (Hons) MRTPi has been appointed to conduct the examination to determine whether the Wyre Local Plan is sound. Mr Tony Blackburn will be the Programme Officer who will assist the Inspector with the conduct of the examination.

The Notice (background paper) details where key submission documents can be viewed. All local plan documents, including submission documents and the evidence base, are available on-line at [www.wyre.gov.uk/localplan](http://www.wyre.gov.uk/localplan) Alternatively, you can see the documents by prior arrangement with the Local Plan team between 8.30 and 5pm Monday to Friday at the Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU.


For all Wyre local plan examination matters you should contact the Programme Officer via e-mail at tony.blackburn@wyre.gov.uk and telephone at 01254 260286.

David Thow, Head of Planning Services
14. Hackney Carriage and Private Hire Licensing Policy – for decision
Wyre Council is currently consulting with stakeholders on a revised taxi licensing policy. Appended to the main policy is a revised statement of policy on convictions and other relevant matters, along with the standard conditions that will be attached to driver, vehicle and operator licences, after the policy is adopted. You can download a copy of the draft policy from the Council's website at www.wyre.gov.uktaxi. The consultation closes on Sunday 11th March 2018, when the outcome of the consultation will be considered and reported to Licensing Committee when it meets on Thursday 29th March 2018. If you have any comments about the new proposals, please forward them to the Licensing Unit by no later than the 11th March, so that they may be considered when the policy is being finalised. How does the Town Council wish to respond to the consultation?

15. Ramp to steel container, Scout Hut – Clerk - for decision
To assist the Lengthsman move his trailer in and out of the metal storage container, a quotation has been sought for a ramp to be constructed. The quote has been sought from the contractor that carried out the ground works to site the steel container. To prepare the area in front of the container and provide a concrete ramp it will cost 275.00 net of VAT. The monies can be met from the Lengthsman’s budget code s111 of LGA 1972 which covers items which facilitate the functions of the council. The Council need be satisfied that that this quotation is obtaining good value for money as per 10.3 Financial regulations. The Clerk is advising that due to the nature of the work, to obtain 3 quotations could prove difficult.

16. Fairtrade Town Renewal - Fairtrade Steering Group; TC representative Cllr Ryder – for decision
In September 2016 the following resolution was passed by the Town Council: The Council agrees to renew its commitment to include the use of Fairtrade tea, sugar and coffee and other products at Town Council meetings and functions and to support Fairtrade products more widely when reasonably practicable. In order for the Fairtrade Steering Group to progress the Fairtrade Town renewal, the TC is being asked to renew the resolution. Background information from Ruth Bruce - The next renewal is due January 2019 (its renewed every 2 years). The Town Council's renewal commitment is required by Sept. 2018. It will give the Group time to write up the other clauses that the foundation want fulfilling.

17. Highway issues, LCC
a) Cllr Perkins – for decision
Will the Town Council write to the Portfolio holder for Highways at Lancashire County Council to protest in the strongest possible terms regarding the poor Highway maintenance in and around the town. Problems are reported but not dealt with and enough is enough. With all the added traffic created by the increase in housing it is essential that the roads are maintained to a satisfactory standard to avoid accidents and possible legal action for damage to vehicles caused by potholes. Also why has it been left to a concerned private individual to make safe the railings at the roundabout on Park Hill Road?

b) A6 junction with Moss Lane and Nateby Crossing Lane – Cllr Hynes – for decision
In November 2017, another accident occurred at the Bellflower junction on the A6. It looked quite serious involving a motorbike. I have raised my own personal concerns with County Councillor Turner over the safety of this junction. County Cllr Turner responded that he has been told that highways felt the junction was safe with the accident rate very low and that there was no need for any modifications. I am concerned about the safety at this junction and with the Aldi store now established, you could say that this junction is much busier. Are the Town Council minded to write to LCC about the concerns for safety at this junction?

c) Moss Lane canal bridge – response from LCC - for comment/decision
I refer to your email of 28 September 2017 regarding the new highways signs on Moss Lane Bridge in Garstang. Our officers have investigated the issues you have raised and they have advised that the new signs are not an instruction to drivers to slow down, they are an
advisement to drivers warning them of a narrowing road, pedestrians in the road and a hump back bridge. Speed limits and drivers exceeding them are the concern of the police but we would not install a lower speed limit on a bridge in isolation. Our officers may consider adding a high visibility background to the signs in the future if there was a requirement but not at present.

Matt Campbell, District Lead Officer, Lancashire County Council Highways

Does the Town Council wish to respond?

**d) Concerns for the safety of children walking to Garstang Community Academy, Garstang Road /B6430 – Cllr Webster – for decision**

I am very concerned for the safety of the large number of children that walk to and from Garstang Community Academy from the Garstang ward. The stretch of pavement and lack of pavement from Dimples Lane to the school is of grave concern. Not only is there the absence of a pavement over the canal bridge but there is only one pavement available at the top of Bowgreave Rise. This pavement is so very narrow at the top of the hill but not only that, the angle of the pavement actually tilts you towards the road. I am very worried that it will only be a matter of time before there is a fatality. There are currently 750 students attending the school with a great number walking to school. The road is busier than ever particularly with the new housing in the area. We also need to be mindful of the housing applications that have recently been passed. I raised these points with Barnacre with Bonds Parish Council and Lancashire County Council some 8 months ago. I since noticed they did paint some white lines on the road but I still do not think this is enough. I recently contacted BWB PC again, Shaun Turner and Mr Ashcroft, the Principal of Garstang Community Academy who shares my concerns (email circulated separately). I realise this pavement is in the boundary of Barnacre with Bonds and not Garstang but as a Garstang Town Councillor I am very concerned for the health and safety of ALL the children that use this pavement walking to school and those from the Garstang ward.

Is the Town Council in agreement to write to Lancashire County Council and Ben Wallace regarding these concerns and the following points:

- Legally what is the minimum width requirement of a pavement and compared to the pavement we currently have?
- When was the last health and safety assessment carried out by LCC and was this conducted at the peak times when the children are walking to and from school?
- Have LCC noted the slant of the pavement making it even more dangerous?
- Could LCC conduct a traffic and pedestrian survey to establish the risk at peak times?
- Could LCC investigate a possible solution to this problem?
- Where is the money being spent from the new planning applications for hundreds of houses in the area such as Garstang, Barnacre with Bonds and Catterall? Could a percentage of this money be used to improve the pavement and the safety of our children in Garstang?

**18. Annual Town Council Awards - Cllr Ryder**

*For information*

These will be announced at the Annual Town Meeting on 26th April. Nominations are available to download from the Council website, the Council Facebook page and other local Facebook sites. The form can also be completed online on the Council website. The closing date is 31 March 2018.

The categories are as follows:

- Sports Team of the Year Award
- Business in the Community Award
- Good Citizen of the Year Award
- Youth Group/Community Team of the Year Award

There will also be a Mayors Trophy which will be awarded at the Mayors discretion. Currently there are four trophy sponsors and a promise of a fifth along with refreshments on the night.

*For decision*

a) The winners should be chosen by a Town Council judging panel. Two additional councillors are sought to join Cllrs. Ryder and Hynes.

b) Town Council are asked to approve that Gordon Russell, who has been involved in devising the awards, be also on the judging panel as an independent judge.
c) It is thought that printed copies of the nomination forms and posters should be available at prominent locations in the Town and a budget of £150 is sought to cover the cost. £100 could be allocated from code 4495 contingency admin and £50 from code 4400 stationery code.

19. Mayor and Deputy Mayor 2018/19 – for decision
Members are asked to give consideration to the appointment of Mayor and Deputy Mayor with reference to Standing Orders (enclosed). The Clerk has ascertained that Cllr Hynes is willing to stand as Mayor and Cllr Webster is willing to stand as Deputy Mayor.

20. Poppy Trail - Garstang & District Heritage Society (GDHS) – Cllr Allan – for decision
GDHS would like the support of Garstang Town Council in their development of a Poppy Trail commemorating the end of WW1. The poppy trail would link the Garstang & District War memorials and with Commemorative Plaques with QR code links to the GDHS website where information relating to the fallen would be found. A booklet may also be produced.

21. Annual Governance Review
When completing the end of year Annual Return, Councillors are asked to confirm that the various internal control documents have been reviewed in the past 12 months and the Town Council has established a principle of conducting an annual governance review each February. Councillors are asked to review and approve:
   a) Standing Orders
   b) the Financial Regulations
   c) Schedule of Assets as at February 2018 (circulated separately by email). The Asset register has been updated during the year and adheres to guidance provided by ‘Governance and Accountability for Local Councils – A practitioners’ Guide (England) March 2017’.
   d) Risk management policy
   e) Risk assessment table
   d) Publication Scheme Policy statement (amendments)
Footnote: All policies and regulations can be found on the TC website http://www.garstangtowncouncil.org/policies-procedures/
For ease the version control document for each of the internal control documents are summarised in the background paper detailing any amendments. Once the documents have been reviewed, version control and distribution sheets will be added onto the cover sheets and the documents on the website will be updated accordingly.

22. Breach of Confidentiality, Cllr Ryder - for decision,
Following the breach of confidentiality at the last Town Council meeting and seeking guidance from LALC, it is proposed that the council’s code of conduct will be reviewed, in liaison with the Monitoring Officer of Wyre, to deal with breaches of confidentiality and bring a revised code back to March’s Town Council meeting. Following the review any breach of confidentiality will be sent to the monitoring officer.

23. GTC Projects - Monitoring and Reporting – Cllr Allan – for decision
I have been working with the Town Clerk to develop some more formalised Project Reporting and monitoring. I would like to propose that every active project should have a Standing Agenda Item for the project leader to report on progress, issues and risks and to advise on next steps and any support needed. Project reports would need to be submitted by the agenda deadline date.
The Town Clerk would maintain a high level Gantt chart of all projects showing timescales and progress.

24. Personnel Committee – for decision
The Personnel Committee are asked to approve the minutes of the above meeting as attached.
Full Council are asked to ratify the proposal at minute 007(2017-18)
25. St John’s Hospice Colour Dash – request for support – for information and decision

We are keen to inform you of a new fundraising event that we are bringing to Garstang at the end of April. We would love to get your support for this event and keep you informed as we progress our planning as I know the council will hold a wealth of knowledge that could help us.

In summary, St John’s Hospice have a huge fundraising target each year as it costs £4.4million each year to keep our doors open and provide the palliative care on our ward, in people’s homes and via our day therapy unit. We do this by the getting 30% of our funding from the NHS and the rest by the huge support of our local community & by putting on new and exciting events throughout the year. One such event is the St John’s Hospice Colour Dash – this is a family friendly 5km run where at certain points along the route the runners get covered in coloured powder (100% biodegradable corn starch) and end up looking like the rainbow by the end… follow this link for footage of last year’s Colour Dash up in Kendal https://www.sjhospice.org.uk/event/kendal-colour-dash-2018/

Over the last 4 years the colour dash events have raised over £170,000 for St John’s – this is an incredible amount!

We are proposing to hold a Colour Dash in Garstang on Sunday 22nd April 2018. I have attached the proposed route so you can see where the route goes (it starts and finishes outside Booths). It will take the runners along the river, onto Wyre Lane, then track back through fields passing Garstang Castle, finishing back outside Booths & the Visitor Centre. At various stages along the route we have “colour stations” - these a small designated areas where we throw the powder (marked on the attached map by a purple hexagon!). We cover the ground with tarpaulin but at the end of the event the area immediately around the colour station will have a dusting of powder which can rest on grassy areas, however at the next rainfall this simply washes away. I have also attached the full product specification for the powder we use to assure you of its non-toxic & biodegradable nature.

I am hoping you will be happy that this event is coming to Garstang and will support us in this new venture – I would be happy to discuss further in person or over the phone if you have any questions. We have informed Wyre Borough Council who are being very supportive.

Does the Town Council wish to send a letter of support to St John’s hospice to wish them success with their fundraising event and suggest that they invite the Mayor to the event?

26. Pitch In Project – Cllr Allan - for information

The Pitch In team we are still pursuing every angle……..and then some. We have submitted our application to the Lancashire Environmental Fund, so fingers crossed. (30K) thanks to Cllr Harter for his help with this.

We are also awaiting funding outcomes from; The Big Lottery Reaching Communities Fund, Persimmon Homes, and several other smaller Trusts.

We are now looking into Blue Spark.

We have requested support from The Garstang Lions and intend to reach out to Garstang Rotary. Details of our project have been sent to the various house builders operating within our locality and we are preparing a publicity document that Wyre Council’s WyredUp group have agreed to distribute to their members.

We will launch our Buy a Pitch Square initiative next week and will re-approach a number of local businesses who did not respond first time round before the end of this week.

Cllr Allan will be approaching a number of local businesses that we hadn’t as yet reached out to. Lancashire FA are very supportive of the project but cannot fund as the surface is not compatible with the FA’s surface specification. However they were incredibly helpful and have put me in contact with an organisation called Sporting Assets who’s funding experiences lie with social enterprises and community use facilities. We have spoken and exchanged some information and we are scheduled to speak again next week.

We are very concerned and disappointed with Wyre Council response which seems to be based on the incorrect assumption that the School is privately funded. That is just wrong, it is funded by LCC. The Headmaster will be writing to Wyre to correct their misunderstanding.

As of today we are still trying to raise between £50k and £100k.

27. Planning Committee (report from the Chairman on the meeting held earlier in the evening).

The following application was considered:

18/00088/FUL; Change of use of agricultural land to sportsfield (between 1st September to 30th April) Garstang Show Field, Wyre Lane, Garstang
28. Finance

a) Payments – Cllrs are asked to approve the following expenditures

Bill payment Salaries (E Parry – & M Rossall)

Royal Bank of Scotland Bank account

<table>
<thead>
<tr>
<th>Payee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>000033 Mrs E Parry - Clerks expenses (13/1/18– 14/2/18)</td>
<td>tbc</td>
</tr>
<tr>
<td>000034 SLCC Lancashire branch webinar – data protection (minute 185(2017-18))</td>
<td>20.00</td>
</tr>
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</table>

E0039 Colin Cross Printers – Box A4 copier paper | 23.94 |
E0040 Library Room hire Oct-Dec incl | 117.00 |
E0041 Rialtas Business solutions Ltd – Alpha software maintenance | 139.20 |
E0042 Safeguarding training session Mrs Carter 9/1/18 | 40.00 |
E0043 CPRE annual membership | 36.00 |
E0044 C&C Supplies – Lengthsman equipment | 51.81 |
E0045 Wyre Council – Licensing – Small society lottery (enables printing raffle tickets for the TC) | 20.00 |
E0046 LALC/ Lancs & Merseyside County Training Partnership minute approval 182(2017-18) | 255.00 |
E0047 SLCC Training project management minute 185(2017-18) | 108.00 |

b) Statement of Accounts, 31 January 2018 - for information

<table>
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<tr>
<th>Account</th>
<th>Balance</th>
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<tbody>
<tr>
<td>HSBC Current account</td>
<td>£ 499.71</td>
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<tr>
<td>Royal Bank of Scotland</td>
<td>£ 2,700.90</td>
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<tr>
<td>HSBC Reserve account</td>
<td>£ 54,166.51</td>
</tr>
<tr>
<td>Money Market Account 1 year</td>
<td>£ 30,000</td>
</tr>
</tbody>
</table>

Bond monies – for decision

The investment of 30,000 matures on 23/2/18. The interest rate for the past year has been 0.3%.

How are the Town Council minded to reinvest the lump sum?

Members of the Finance Committee are aware of the commitments of the EMR with regard to considering the term of the deposit.

HSBC rates of interest are: Value £30,000+

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<tr>
<th>Term</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Year Fixed</td>
<td>0.67%</td>
</tr>
<tr>
<td>2 Years Fixed</td>
<td>0.87%</td>
</tr>
<tr>
<td>3 Years Fixed</td>
<td>1.03%</td>
</tr>
</tbody>
</table>

All rates have been quoted Gross and are indication at this stage.

Funds placed with Money Market are included within the Financial Services Compensation Scheme. Deposits of less than £50,000.00 can be broken with a penalty of £100.00 being applied.

Bank savings deposits have been discussed at the Lancashire branch SLCC meetings. Some Councils use Coop banking. There does not appear to be any other product with a higher interest rate.

29. Written reports from Outside Bodies (information only)

Fairtrade - Cllr Ryder

Fairtrade Fortnight - The following events are being arranged
1) There will be a Fairtrade Gold Exhibition in the Library Monday Feb 26th - March3rd. Invitations have been accepted by Mayor of Garstang, Mayor of Wyre Borough, Dulcie Atkins, County Councillor Shaun Turner for official opening on 2.00pm Monday afternoon. Ben Wallace has accepted an invitation to come on Friday the 2nd March, sometime between 10.00am and 2.00pm. The guests will be given brochures on Fairtrade Gold, information leaflets on Fairtrade and hopefully a Garstang bookmark. The library has agreed to display the Fairtrade Gold brochures, Fairtrade leaflets and the bookmarks. We will also be canvassing for volunteers to join the group.
2) The Garstang Fairtrade Town Trail Quiz. Monday 26th- March 11th. The quiz is based on the 6 posters produced by the Fairtrade Foundation. Each A2 poster will be displayed around the town, the Visitors Centre, the Library, Harry's, The Market House, Printmob and the Mustard Seed. There will be information cards accompanying each poster and the questions for the quiz will be based on
these. Completed forms will be returned to the Visitors Centre and correct ones will be entered in a
draw to win a large Fairtrade Easter Egg. There will be no charge for taking part.
3) Fairtrade Bike ride. Garstang cycle club are arranging a bike ride starting from the Market Cross.
4) Launch of Garstang Fairtrade bookmarks.
Other Events - The following events will be taking place during or before or after Fairtrade Fortnight,
1) School assemblies. Fairtrade assemblies will be conducted at Garstang Community,
   Dolphinholme, Forton, Cockerham and St. Mary's and Michael's
2) A Fairtrade Stall will be at Myerscough College on Wednesday 28th Feb and March 7th from
   11.30-1.30pm

30. Written Report from Wyre and Lancashire County Councillors (information only)
   Wyre Cllr Atkins
   Have attended the Garstang Youth Council
   Attended a meeting regarding the Halite Gas Storage presentation by their Chief Executive
   Organised and attended, together with Cllr. Alice Collinson a meeting between the Mayor of Garstang
   and Deputy Mayor and the new Leader of Wyre Borough Council, Cllr. David Henderson and the
   Chief Executive, Garry Payne.
   Also attended the Planning Meeting.

   Wyre Cllr Collinson
   January events
   5th Showmans Guild Lunch
   15th Garstang Town Council
   18th Full Council
   25th Meeting with the Mayor and Deputy Mayor of Garstang
   26th The Rotary Club of Fleetwood.
   26th The Houlacoust Service at Preston.
   28th The Garstang School of Gymnastics

   Wyre Cllr Balmain - no report submitted

   County Cllr Turner - no report submitted

31. Mayor’s engagements (information only)
   5th January Mayor & Mayoress Memory Café Xmas Lunch
   14th January Mayor & Mayoress Garstang Academy 10k Run Starting and handing out medals
   20th January Mayor & Mayoress Garstang Gators Presentation Evening
   28th January Mayor & Mayoress Garstang Gymnastics Club Annual Show
   3rd February Mayor Reopen Household Waste Recycling Shop
   10th February Mayor & Mayoress Garstang & District Lions Charter Anniversary Dinner

   Mayors Charity Events - for Information
   The following events are organised or being organised. Details will be advertised on the
   Councils website and Facebook page and on other suitable Garstang Facebook pages.
   Bric-a-Brac Stall – March 24th (any help on the stall would be welcomed)
   Quiz Night at the Wheatsheaf – date to be confirmed (how about a Councillors team or two
   taking part)
   Gin & Cocktail tasting - April 20th 7-9 – final details being arranged

32. Items for Next Agenda
   Councillors are asked to raise matters to be included on the agenda and ‘Report of other
   representatives and projects’, for the meeting of the Town Council on 19 March 2018 by
   notifying the Clerk by 9 March 2018. The item should specify the business which it is
   proposed to transact in such a way that the member who receives it can identify the matters
   which he will be expected to discuss i.e. it needs to specify either what the proposal is and
   that a decision is required or whether the item is for information only.
GARSTANG TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING
HELD ON 15 JANUARY 2018, 7.30pm
AT THE LIBRARY

In attendance: Chairman – Ryder
Councillors: Allan, Brooks, Cornthwaite, Halford, Harter, Hesketh, Hynes, Leech, Perkins and Webster

Also present: 2 members of the public, Wyre Cllr Collinson, County Cllr Turner (arrived at minute 184(2017-18), he had attended Cabus Parish Council meeting first)

170(2017-18) Apologies for absence
Cllr Salisbury

171(2017-18) Declaration of Interest
Item 7 – pecuniary interest, Cllr Harter; Trustee Kepple Lane Park Trust.

172(2017-18) Minutes
A copy of the minutes of the Town Council meeting held on 4 December 2017 had been circulated.
Resolved: The date of the minutes was shown incorrectly as 20 November 2017. The minutes of the meeting were amended to show the correct date of 4 December and were then confirmed and signed as a true record.

173(2017-18) Public Participation
The meeting was adjourned to allow members of the public to speak.
One member questioned about how many copies of the agenda were published for the meeting. The Clerk reported that residents were encouraged to look online for the agenda and that 1 public copy was made available at the meeting. The Clerk advised that if the resident contacted the Clerk by 12 noon on the day of the meeting she would provide a copy for the resident at the meeting.

174(2017-18) Police report – Sgt Freaney
The Council acknowledged receipt of the police report.
Please find attached the ASB and crime summary for Garstang and Over Wyre for the month of December 2017...
I am so sorry to have to advise you all that I will be leaving my post as NHP Sgt for Garstang, Over Wyre and Poulton. As of the 15th January 2018 I am being transferred to a Custody Review Team at HQ and will be working from HQ until my retirement in 18 months’ time. I am sorry for the short notice to but I was only informed myself on the 18th December and my position at HQ wasn’t finalised until this week.
I am sorry that I do not know who will be taking over my post so if you need to communicate with the team and the new Sgt, I would suggest you email the team mailbox on garstangoveryreandpoulton.NPT@lancashire.pnn.police.uk so the team will be able pass on your emails once a new Sgt is posted. I am sure as soon as the new Sgt receives an email via the team mailbox from you they will start to email you directly or you can email Insp Jon Smith on 3497@lancashire.pnn.police.uk
As the two volunteers who worked for me are also leaving, I also have to apologise and say that there will be no further monthly updates sent after today. It will be a matter for the new Sgt to decide if they are able to provide such an update and I know without the valued help of the two volunteers I have had over the last seven years that it’s possible there will only be updates given by members of the team as and when they attend any specific meetings. I would strongly suggest that if anyone wants to know what crime and incidents are being reported in their area that they access https://www.police.uk/ or follow the team on Facebook there is a Garstang and Over Wyre Police page - https://www.facebook.com/GarstangNHP/, a Thornton/Cleveleys/Poulton Police Facebook page - https://www.facebook.com/ThorntonCleveleysPoultonPolice/ and a Fleetwood Police Facebook Page https://www.facebook.com/FleetwoodPolice/ and you can also follow us on the @WyrePolice Twitter page https://twitter.com/ or you can sign up to In The Know and stay in the know by receiving emails from time to time on https://www.stayintheknow.co.uk/
I would like to thank you all so much for all your support over the last seven and a half years, I really have appreciated it. Please also pass on my thanks to all the Parish and Town councillors, as the work you and
they do to support the police and the communities is also really appreciated by me and the team and I hope the bond stays strong with the new Sgt!

The Town Council agreed that a letter of thanks should be sent to Sgt Freaney, thanking her for her service and assistance to Garstang and the surrounding parishes.

Cllr Allan asked about the CCTV that was operated by Wyre Council and how it operated in Garstang. Cllr Allan was advised to submit an agenda for the next Council meeting. Cllr Brooks spoke about contact details for the police. The Clerk replied that Sgt Freaney had provided details of points of contact for the NHP team in her report.

175(2017-18) Proposed budget and precept 2018/19
Cllrs noted that the Finance Committee had met on 9 January 2018. The Committee had considered the Budget and precept 18/19 (3); 9 Jan 18, which had been circulated to Full Council.

The recommendation from the Finance Committee was that the precept should be set at 72,692. The effect on a Band D property is detailed below included with a comparison to last year.

<table>
<thead>
<tr>
<th>018/19 Band D equivalent</th>
<th>2018/19 precept</th>
<th>Tax base 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>42.18</td>
<td>72,692</td>
<td>1,723.55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>017/18 Band D equivalent</th>
<th>2017/18 precept</th>
<th>Tax base 2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>41.66</td>
<td>70,167</td>
<td>1,684.19</td>
</tr>
</tbody>
</table>

Resolved: The Town Council approved the recommendation from the Finance Committee and set the precept at £72,692 for 2018/19. The Council further resolved to approve the Town Council budget for 2018/19 as detailed on the accounts paper “V1.0 Approved Budget and precept 18/19; 15 Jan 18” attached to these minutes.

176(2017-18) Kepple Lane Park Trust, Cllr Harter

(a) MUGA area
Cllr Harter reported that the Trustees are looking for funding for a MUGA area to replace the worn out soccer area. The Trust is looking an amount of £2,500 from the ring fenced monies towards the cost of the MUGA. In addition the Trust holds an amount of £1,000 from the Co-op Community Fund, and will be providing a further £1,000 from Trust funds already held. Currently we have received two quotes and awaiting a third. They are for £13,460 and £16,909. It is envisaged the third will be for a similar amount.

The Trust is approaching up to 4 other funders, including Lancashire Environmental Fund and the Lottery Community Fund.

Resolved: The Town Council approved that £2,500 could be used from the ring fenced monies, towards the overall cost of the MUGA area.

(b) Annual maintenance for 2018
The Town Council has previously agreed that the cost of the annual maintenance for the Park was taken from the annual precept monies of £4,000.

This year’s cost will be £2,185 (net), broken down as to

- Maintenance £1,945
- Mulch £240

The work will be undertaken mid/late February weather dependent.

The Trust is looking at Town Council approval for the works to be undertaken as above.

Resolved: The Town Council approved the cost of maintenance of £2,185 for Kepple Lane playing field, which would be deducted from the Kepple Lane Park ring fenced monies.

177(2017-18) War Memorial, Cllr Harter
Cllrs considered correspondence that Cllr Harter had received from a resident asking if a flag pole could be incorporated in the War Memorial site?

I have seen many War Memorials around the country and many of them have a flag pole with the Union Jack flying all the time (just as they do in France, and other countries). After all, the men named on the memorial fought and died for that flag and what it represents, so flying the flag seems to me to be the right thing to do.

Maybe the flagpole that is outside the old council offices could be re-located? It would certainly keep the cost down.
Did the Town Council wish to proceed with the proposed project, to include clarifying whether Wyre would, as the owners of the flag pole, consider supporting the removal/re-siting of the flag pole, acknowledging there would presumably be a requirement for planning permission?

**Resolved:** The Town Council agreed to seek permission from Wyre Council to see if the flag pole could be re-located to the War Memorial. If agreed, then the Town Council would look at siting the flag pole and check whether planning permission was required.

178(2017-18) Wyre Council meeting with the Leader, Cllr Henderson and Mr Payne, Chief Executive and Wyre ward Cllrs

Further to minute 160 (2017-18) Garstang Town Council Engagement with Wyre Council, Cllr Atkins has arranged for the meeting to take place on 25th January 2018. Town Cllrs were asked what questions/issues they would like the Mayor & Deputy Mayor to raise at the meeting.

**Resolved:** The Council agreed that the following questions should be asked

a) What’s happening with the capital receipts from the community centre building, will the money be coming into Garstang? Why is there no apparent indication of the sale proceeds of the unit in the “capital receipts” section of the budget figures for the rest of 2017/18 and the whole of 2018/19, or are these funds, when they eventually arrive for repairs and maintenance?

b) Why are Wyre Council reneging on their public commitment at a public meeting that a proportion of the sale money would be distributed amongst the former GRD Councils for specific projects?

c) Update on when work will be starting on the community centre.

d) How will the current entrance be maintained to allow access onto the car park.

e) The high street is the only long stay car park in the town where residents/visitors can park and stay for over 3 hours. This facility is required for the events and festivals that are taking place in Garstang in 2018. The TC seek assurance that the long stay facility will be maintained during development of the site.

f) Communication is key between the Town Council and Wyre Council. There is concern about the lack of communication between the 2 Council’s.

g) What will happen to Cherestanc Square if Booths were sold? Cllr Brooks said that he would provide details of the exchange of land between Wyre Council and Booths, prior to the Booths development.

179(2017-18) Scarecrow Festival, Cllr Webster

The following points were discussed and asked for Council approval.

a. Following on from December’s agenda item which was deferred are the council happy for the Scarecrow Festival to raise money for CRY and a cancer related charity. (TBC)

**Resolved:** The Town Council agreed to the 2 charities

b. Is the Town Council happy to write to the Lions to formally ask for their help displaying the scarecrows around the town Thursday 19th and Friday am 20th July?

**Resolved:** Agreed

c. Over the next few months leaflets will be designed and printed promoting the Scarecrow Festival. We will formally explain the procedure to enter a scarecrow which can either be done by completing the form on the flyer or entering via the website. The leaflets/flyers will need to be posted through the letter boxes of Garstang residents and surrounding areas. Would any town councillors like to volunteer in helping post the leaflets please in spring?

**Resolved:** Town Cllrs agreed to assist delivering leaflets.

d. Not all scarecrow entries will be able to display their scarecrows in their gardens due to their location therefore these scarecrows will need to be displayed around the town. They will of course be included in the scarecrow trail which has yet to be finalised. Therefore we believe there will need to be a drop off point for the scarecrows for the schools and the residents from the surrounding areas/villages of Garstang. Will the Town Council allow the Scarecrow the use of the Scout Hut for this purpose the weekend of 14th/15th July 2018 and possibly the evenings of week commencing 16th July?

**Resolved:** The Town Council agreed to ask the Scout Hut for permission (Keith Rawcliffe)

e. Is the Town Council happy for the clerk to ask neighbouring parish Council’s to promote the Scarecrow Festival on their website/Facebook page and invite their residents to participate?

**Resolved:** Agreed

f. The Scarecrow Festival (SF) now has a bank account with RBS, the £400 LCC grant application has been successful and the SF has received the monies. The TC has ring fenced £500 for the Scarecrow Festival. Cubbins funfair has also been booked for this event.
180(2017-18) Moss Lane playing field  
(a) Cllr Hynes and Ryder  
Further to the Moss Lane surveys which were sent out to the local schools, clubs etc, we had a number of feedback from older children asking if the goal posts on the field could have nets on them and also asking if it was possible the football pitch could be marked out. Is the Town council in favour of seeking advice from Wyre Council about the implications of formalising the football pitch? In light of the advice received, are the Council happy that the Clerks seeks a quotation to install nets on the posts and have the football pitch marked out?  
Resolved: The Town Council agreed that an enquiry should be made to Wyre Council to seek advice as detailed above.  

(b) Correspondence received from Wyre Council  
The Clerk reported that Wyre Council has offered to undertake slitting to improve surface drainage, to improve drainage on the site. The work would be done free of charge to the Town Council and presumably the Town Council would have no objection to this?  
Resolved: The Council accepted the offer made by Wyre Council.  

(c) Update  
We are now looking into securing funding for the project and an expression of interest has been submitted for a £30k grant. Another application will be submitted for a £10k grant. We are also looking to confirm that Wyre Borough will carry out work clearing the site as part of their contribution. If successful, then with the funding already secured and based on some indicative quotes we should be in a position to consider an initial phase probably in the autumn or more likely early 2019. Later this year we will be putting on an exhibition showing what we are proposing. This will help us to get feedback and to finalise our requirements which will enable us to obtain firm quotations.  

181(2017-18) Neighbourhood Plan  
(a) Correspondence received from Barnacre-with-Bonds Parish Council  
I write to inform you at the recent extra meeting of the PC on 13th December 2017, the following was resolved:  
4. To Discuss Garstang Town Council Neighbourhood Plan agree next action & way forward  
Councillors discussed the proposal in detail. It was resolved that the Parish Council did not agree with the proposal to the land to the east of the River Wyre which is adjacent to Castle Lane and in the Parish of Barnacre-with-Bonds being incorporated into the area covered by the proposed Garstang Neighbourhood Plan. The Parish Council do intend giving more consideration to producing its own Neighbourhood or Parish Plan in the future.  
Nicky Mason, Clerk to the Barnacre-with-Bonds Parish Council  

(b) The Clerk has not received any communication from the working party since the last Council meeting held on 4 December 2017. Further to minute 164(2017-18) (December 2017) Resolved: No Cllr came forward to join the working party. Cllr Brooks agreed to circulate a summary paragraph of the commitment required, as an agenda item for the next meeting in January; no agenda item has been received from Cllr Brooks.  

182(2017-18) LALC  
Lancashire & Merseyside County Training Partnership  
Cllrs were asked if they wished to attend any of the training courses.  
Resolved: Cllrs signed up to the following training.  

February 8th Finance  
March 8th Chairmanship  
May 10th Planning – Cllrs Hynes, Leech, Perkins and Webster  
June 14th Effective Meetings – Cllrs Hynes, Leech and Webster  
July 14th New Councillors and Clerks – Module 1  
July 21st New Councillors and Clerks – Module 2 Cllr Allan  
September 6th Community Engagement – Cllrs Perkins and Allan  
October 11th Chairmanship  
November 15th Finance  
The Town Council agreed the sum of £225 (£250) to be spent from the training budget.  

(b) Buckingham Palace Garden Party 2018  
Resolved: The Council agreed to nominate Cllr Ryder to go into the ballet.
Wyre Council update, Maria Blundy

Cllrs noted the response from Maria Blundy:

**Clerk:** The Town Council note from the Schedule of executive decisions document, that you are the contact officer for “Backlog repairs to various buildings” Please would you forward the list of where Wyre Council is looking to spend monies in respect of “urgent backlog repairs to various buildings funded from the capital receipts.” What are the priorities please?

**Wyre Council response:** This entry in the Schedule was used for work that already has been reported and completed such as sand filters at Garstang Pool and various major roof repairs. I left the entry in the Schedule for future work but the description is no longer correct and I will be changing it soon. A list of planned maintenance projects will be submitted to Overview and Scrutiny Committee in January so it will be available for viewing then and each project will be reported separately when required.

Lancashire County Council (County Cllr Turner arrived at this item after attending Cabus Parish Council meeting)

LCC sought the views of partners and stakeholders on Lancashire County Council's proposed budget savings for 2018/19.

The Council’s 2017/18 revenue budget of £724.8m includes the application of £57m of reserves to support the in-year funding gap and a savings requirement of £54m. The County Council continues to face a significant financial challenge with a current forecast gap between forecast expenditure and income, assuming that all of the savings proposed to date are agreed and delivered, of £158m by 2021/22. The forecast funding gap is not evenly spread with a gap of £60m in 2018/19, £85m in 2019/20, £139m in 2020/21 and £158m in 2021/22.

Comments were required by 19 January 2018.

**Resolved:** The Town Council agreed that as the document was about 80 pages long, it would have been beneficial to have an Executive Summary summarises the key points. The Council agreed to respond this back to LCC on the provided email address and County Cllr agreed to report the feedback to LCC.

SLCC Clerk training

The Council were asked to approve the following training sessions for the Clerk:

a) Data Protection Webinar 18 January cost £20.00

b) Project Management Webinar Module 1-3. The cost for all 3 modules is £90 + VAT

**Resolved:** The training was approved and the expenditure would come from the training budget.

Youth Council

Cllrs acknowledged receipt of the Local Development and Infrastructure Report, which had been prepared by the Youth Council’s Local Development Working Party comprising of Youth Cllrs Oliver, Faye and Lucas.

Cllrs congratulated the Youth Council on providing such an excellent report. It was evident that the Youth Council had worked hard on the report and that it contained a lot of useful information.

Planning Committee

Cllr Perkins reported on the Planning Committee meeting held earlier that evening (separate minutes).

Finance

(a) Cllrs approved the following payments.

<table>
<thead>
<tr>
<th>Bill payment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Bank of Scotland Bank account</td>
<td></td>
</tr>
<tr>
<td>Payee</td>
<td>Amount</td>
</tr>
<tr>
<td>000032</td>
<td>Mrs E Parry - Clerks expenses (30/11/17– 12/1/18)</td>
</tr>
<tr>
<td></td>
<td>(includes 24.50 McAfee anti-virus software)</td>
</tr>
<tr>
<td>E0036</td>
<td>HM Revenue Tax &amp; NI 09-12</td>
</tr>
<tr>
<td>E0037</td>
<td>Police &amp; Crime commissioner</td>
</tr>
<tr>
<td></td>
<td>Office accommodation Nov 17 – April 18</td>
</tr>
<tr>
<td>E0038</td>
<td>Rialtas Business solutions Ltd – Alpha software maintenance</td>
</tr>
<tr>
<td></td>
<td>50.59</td>
</tr>
<tr>
<td></td>
<td>1,822.59</td>
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<tr>
<td></td>
<td>700.00</td>
</tr>
<tr>
<td></td>
<td>139.20</td>
</tr>
</tbody>
</table>

Electronic payments from Royal Bank of Scotland Bank account.
(b) Cllrs acknowledged the Statement of Accounts at 20 December 2017

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSBC Current account</td>
<td>838.59</td>
</tr>
<tr>
<td>Royal Bank of Scotland</td>
<td>3,254.59</td>
</tr>
<tr>
<td>HSBC Reserve account</td>
<td>62,666.51</td>
</tr>
<tr>
<td>Money Market Account 1 year</td>
<td>30,000</td>
</tr>
</tbody>
</table>

(c) Finance Committee meeting 9 January 2018

i. The Finance Committee approved the minutes of the meeting held on 9 January 2018 (circulated to Full Council).

ii. Full Council were asked to consider the Committee’s recommendation to approve the Risk management policy and the risk register (circulated by email).

The Clerk was asked what the numbers represented on the risk register. The Clerk explained how the figures were derived.

Resolved: The risk register was amended to provide an explanation of the numbers. Further to this amendment, Cllrs approved the Risk management policy and the risk register.

iii. Full Council acknowledged receipt of the summary receipts and payments, balances held for the year to date 20 December and comparison to budget for April to December as per Ref 19b of the Council’s standing orders). Copies had been circulated by email.

189(2017-18) Written reports from Outside Bodies

No reports submitted

190(2017-18) Written reports from Wyre and Lancashire County Councillors

Wyre Cllr Atkins

7 December: Accompanied the Mayor of Wyre on a visit to Garstang Community Academy, which was a fascinating visit, but I maybe a bit biased as I am a Governor of the School. I have also just been reappointed onto the new Board of Governors.

7 December: Council Meeting where Cllr. David Henderson was appointed Leader of Wyre Borough Council.

21 December: Flood Forum this was mainly taken up with the flooding that took place Thornton Cleveleys areas. I did report that Garstang was setting-up a new Committee and our first meeting would be on 10th January.

Wyre Cllr Collinson - No report submitted

Wyre Cllr Balmain - No report submitted

County Cllr Turner

I hope everybody has had a good Christmas and I wish everybody a very healthy and successful 2018. In terms of County related issues I continue to report highways issues on a regular basis including potholes, blocked gullies and other safety issues which come in thick and fast particularly in this wet and cold winter period where road surfaces and gullies are susceptible to such conditions. I also urge individuals to keep reporting these and provide as accurate info re their location as possible in order that I can get these seen to. A photo is always a good bonus/ visual for highways officers.

At the back end of last year we had a highways meeting at LCC for Wyre based county councillors and looked at putting forward schemes for the extra money made available for highways for resurfacing projects across the County. An additional £5m has been made available in total (with another £5m next year) Not one scheme was proposed in my division which I wasn’t too happy about and made my case to the commissioning team in particular in relation to Sycamore Avenue (and the roads off) which I pointed out were far worse than some of the schemes in the mix. These schemes had been scored in terms of priority and the promised me that they would look at Sycamore in view of what I had said and consider looking to bring it on stream in next year’s programme. I also took the opportunity to point out that the Green Lane/ Lancaster Rd mini roundabout was completely shot and they also promised to inspect this as part of the programme too – as well as the Green Lane/ A6 junction which is continually potted in one place or another.

Any road surfacing is generally weather dependent and will resume in full in the spring when things hopefully improve weather wise.
As for gully cleaning I’m told the A6 between Galgate and Churchtown has been completed with Churchtown to Barton to be completed this week. I have, however, reported a gully just south of Kepple Lane (outside Cross House farm) which is still seemingly blocked.

We also have a new interim Chief Executive and Director of Resources at County Hall, Angie Ridgwell, who was formerly the Director General for Finance and Corporate Services at the Dept of Business, Energy and Industrial strategy. Angie has a wealth of experience and having met her back in November I was struck by how on the ball she was in terms of having a real understanding of what is needed to turn round an authority which is in a very serious financial situation. At that meeting, Angie took on various points from Cabinet and Lead members. A couple of my points were about shortcomings in internal communication and also working better with district councils. Wearing two hats has helped me to see how County and districts could work a lot better together and that they often duplicate work done by each other which isn’t great use of the tax payer’s pound. Accordingly, I am looking to get a meeting set up in January with Angie, Garry Payne and myself in order to see where we could do more.

On another note I was really pleased to support a local member grant for the upcoming Garstang Scarecrow festival and have had another enquiry this week regarding a heritage project in Garstang which I have also intimated I will be glad to support.

From Monday 8th Jan, I will be pedalling into County Hall - whenever I don’t have meetings in other parts of the county - having joined the LCC cycle to work scheme. As the cabinet member for Health and Wellbeing I thought it was pertinent to practice what I preach and take some responsibility for my own health going forward. I’ll let you know how this goes – that’s if I don’t get taken out by a pothole in the meantime!

As always if you have any questions or things you want me to pursue then please don’t hesitate to get in touch’

191 (2017-18) Mayors engagements

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time of activity</th>
<th>Approx Hours Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th November</td>
<td>Mayor &amp; Mayoress Garstang Community Academy Achievement Evening</td>
<td>AM</td>
<td></td>
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<tr>
<td>20th November</td>
<td>Mayor Garstang Cricket Club Celebration Evening</td>
<td>AM</td>
<td></td>
</tr>
<tr>
<td>27th November</td>
<td>Mayor &amp; Mayoress Lancashire Day held at the Market Cross</td>
<td>AM</td>
<td></td>
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<tr>
<td>27th November</td>
<td>Mayor &amp; Mayoress Garstang Lights Switch On</td>
<td>AM</td>
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<tr>
<td>2nd December</td>
<td>Mayor &amp; Mayoress Garstang Theatre Group Beauty and the Beast</td>
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<tr>
<td>7th December</td>
<td>Mayor &amp; Mayoress Community Primary Reception Nativity Play</td>
<td>AM</td>
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<tr>
<td>8th December</td>
<td>Mayor Scout Christmas Concert</td>
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<tr>
<td>11th December</td>
<td>Mayor &amp; Mayoress Victorian Evening</td>
<td>AM</td>
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<tr>
<td>12th December</td>
<td>Mayor Victorian Evening</td>
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<tr>
<td>14th December</td>
<td>Mayor Royal Voluntary Service lunch</td>
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<td>Mayor &amp; Mayoress Band of the Kings Division concert</td>
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<td>19th December</td>
<td>Mayor &amp; Mayoress Community Primary Nativity Play</td>
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<td>20th December</td>
<td>Mayor &amp; Mayoress St. Mary and Michael Christmas Production</td>
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192 (2017-18) Town Crier engagements

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<tr>
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<th>Time of activity</th>
<th>Approx Hours Spent</th>
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<td>URC Charity Coffee Morning</td>
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<tr>
<td>3.11.17</td>
<td>Live Broadcast from Radio Lancs. Blackburn Studio with Lytham Town Crier Advertising new Town Crier Post at St Annes</td>
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<td>4.11.17</td>
<td>Charity Christmas Card Sale URC</td>
<td>AM</td>
<td>2.5</td>
</tr>
<tr>
<td>10.11.17</td>
<td>Judging Children’s Colouring Comp. Marsden Building Society</td>
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<tr>
<td>12.11.17</td>
<td>Remembrance Day Service</td>
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<td>17.11.17</td>
<td>Arts Festival Meeting</td>
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<tr>
<td>25.11.17</td>
<td>St Thomas’s Christmas Fair</td>
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<td>Lancashire Day</td>
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<td>27.11.17</td>
<td>Christmas Light Switch On</td>
<td>PM</td>
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<td>7.12.17</td>
<td>Charity Coffee Morning URC</td>
<td>AM</td>
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<tr>
<td>Date</td>
<td>Event</td>
<td>Time</td>
<td>Duration</td>
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<td>Victorian Evening</td>
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<td>Victorian Evening</td>
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<td>2.0 Hrs</td>
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<td>Rotary Santa Catterall</td>
<td>PM</td>
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193(2017-18) (Exclusion of the Press and Public Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act

Before Cllrs had a chance to vote whether or not the press and public should be excluded, Cllr Brooks breached standing orders by reading out the confidential paper relating to the staffing matters relating to the Clerk. As he was reading out the agenda item the Clerk reported that he was breaching standing orders and that she was taking a comfort break. The agenda item resumed again after 5 minutes when the Clerk returned. Councillors resolved (except Cllr Brooks) to exclude the press and public to discuss a matter relating to a Council employee.

**Resolved:** Cllr Allan’s (Chair of Personnel Committee) offer to act as a ‘constant’ Cllr to assist the Mayor and deputy Mayor with the appraisal process for the Clerk, assist with project management of the Council and offer mentor support to the Clerk was approved.

194(2017-18) Items for next Council Meeting

Councillors are asked to raise matters to be included on the agenda and ‘Report of other representatives and projects’, **for the meeting of the Town Council on 19 February 2018 by notifying the Clerk by 9 February 2018.** The item should specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which he will be expected to discuss i.e. it needs to specify either what the proposal is and that a decision is required or whether the item is for information only.

The meeting finished at 20.51
Item 10

APPLICATION TO DESIGNATE A NEIGHBOURHOOD AREA
TOWN AND COUNTRY PLANNING ACT 1990
NEIGHBOURHOOD PLANNING (GENERAL) Regulations 2012.

1. Parish Clerk details: Mrs Edwina Parry, Town Clerk, Garstang Town Council, Garstang Police Station, Moss Lane, Garstang, PR3 1HB
   Tel 07592 792 801 email garstangtc@btinternet.com
2. Additional Details: Councillor Roger Brooks, The Gardener’s Cottage, Church Lane, Winmarleigh, Preston PR3 0LA. M:07889124077.Email;rogerwilliambrooks@outlook.com
3. Relevant Local Planning Authority
   Wyre Borough Council
4. Relevant body; I confirm that we are the relevant body to undertake Neighbourhood Planning in our area in accordance with S. 61G of the 1990 Act and S. 5C of the 2012 Regulations.
5. Name of the Neighbourhood Area.
   The area shall be known as the GARSTANG NEIGHBOURHOOD AREA.
6. The Extent of the Area.
   The whole of the parish of Garstang within the civil parish boundary, as detailed on the accompanying map.
7. The Intention of the Neighbourhood Area.
   It is intended to undertake a Neighbourhood Development Plan.
8. Additional Joint Parish Details.
   This is not a joint application.
   a. The Area within the red line shown on the accompanying plan is all the civil parish of Garstang.
   b. The Town Council is determined to maintain Garstang as a vibrant small heritage market town and service centre with a healthy mix of retail outlets, services, hotels, restaurants, cafes and diverse leisure and cultural opportunities to attract residents and visitors to support the local economy and also the Environmental Gateway for visiting the open countryside, canal, river, villages and the Forrest of Bowland on our doorstep.
   c. We acknowledge that with few exceptions such as sports fields, parks, car parks and town centre open spaces privately owned and some sites on the edges of the parish to the West much of the parish is developed.
   d. The purpose of the Plan is to develop policies in harmony with the Local Plan to give certainty and confidence to those hoping to invest in the Town so it might thrive in an uncertain world.
   e. The Town Council resolved on 20th November 2017 to submit a Neighbourhood Area Application to Wyre Council to designate the area for the Neighbourhood Plan. The resolution to proceed, is detailed on the accompanying Town Council meeting minutes.
   f. There are four parishes sharing a boundary with Garstang namely Barnacre with Bonds to the East and South, Kirkland to the South, Nateby to the West and Cabus to the North. Although we invited Barnacre with Bonds to make a joint application they declined. We understand that they are in the process of forming a working party to consider making their own application.

Declaration.
We hereby apply To Designate a Neighbourhood Area as described above and in the accompanying plan.

Mrs E Parry, Town Clerk, Garstang Town Council
Dated 6 February 2018
Notice of Submission of the Wyre Local Plan to the Secretary of State
Planning and Compulsory Purchase Act 2004 (As Amended)
The Town and Country Planning (Local Planning) (England) Regulations 2012 (As Amended)

Notice is hereby given, in accordance with regulation 22(3) of the Town and Country Planning (Local Planning) (England) Regulations 2012 (As Amended), that Wyre Council submitted the Wyre Local Plan to the Secretary of State on 23rd January 2018 for independent examination. The Local Plan and other submitted documents can be viewed on the Council’s website www.wyre.gov.uk/localplan

The submitted documents include:
- Sustainability Appraisal.
- Habitat Regulations Assessment.
- Consultation Statement, January 2018.
- Statement of Compliance with the Duty to Cooperate, January 2018.
- Copies of representations made under Regulation 20 in response to the Publication Draft Wyre Local Plan consultation which took place between September and November 2017.
- Documents consisting of the Local Plan’s evidence base.

Hard copies of the Publication Draft Wyre Local Plan, Policies Map, Schedule of Minor Modifications, Sustainability Appraisal, Habitat Regulations Assessment and Consultation Statement are available for inspection during normal opening hours at:

**Wyre Borough Council**, Civic Centre Reception, Breck Road, Poulton-le-Fylde, FY6 7PU
**Fleetwood Library**, North Albert Street, Fleetwood, FY7 6AJ
**Garstang Library**, Windsor Road, Garstang, PR3 1ED
**Knott End Library**, 26 Lancaster Rd, Knott End on-Sea, FY6 0AU
**Poulton-le-Fylde Library**, Blackpool Old Road, Poulton-le-Fylde, FY6 7DH
**The mobile library** (location and times vary)

Inspector Mark Dakeyne BA (Hons) MRTPI has been appointed to conduct the examination to determine whether the Wyre Local Plan is sound. The examination is a continuous process running from the date of submission through to the receipt of the appointed Planning Inspector’s Report. Part of this process will involve hearing sessions where those invited to attend will have the opportunity to respond to matters raised by the appointed Planning Inspector. Once confirmed, all details relating to the examination process, including hearings, will be made available online and sent to all respondents.

The Programme Officer for the examination is Tony Blackburn. The role of the Programme Officer is to assist the Inspector with the conduct of the examination, including liaison between all examination participants and the Inspector. The Programme Officer is independent of the council and works for the Inspector. For all Wyre local plan examination matters the Programme Officer should be contacted via e-mail at tony.blackburn@wyre.gov.uk and telephone at 01254 260286.
Item 19 Garstang Town Council – Office of Town Mayor

The office of the Town Mayor is based on a system of seniority, dependent on the length of time of service of the various members of the Council and the number of times that each member has previously held the office of Town Mayor, so that the office shall normally pass to the longest serving member of the Council who has been Town Mayor the least number of times previously and has been a member of the Council for a minimum of 3 years. All members of the Council are expected to take their turn in the role of Town Mayor. A member of the Council may refuse the office of Town Mayor when their term comes, but should any Member refuse to accept their responsibility in two successive years, then they will lose their seniority accorded under this Standing Order. When two or more members have the same seniority, then the Member who won the greatest number of votes at the previous election shall usually have priority unless those involved come to a mutual agreement about the Mayoralty.

The Deputy Mayor shall whenever possible take over the Mayoral duties in the absence of the Mayor at any functions on the invitation of the mayor. If the office of Mayor becomes vacant through retirement or otherwise, the Deputy Mayor will take over the duty and a new Deputy Mayor elected immediately. Should the vacancy occur more than six months before the end of term of office, this may be regarded as the incoming Mayor’s term of office. Should the vacancy occur less than six months from the end of term of office, the Deputy Mayor should contain in the office of Mayor for a full term.

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Joined</th>
<th>Mayor</th>
</tr>
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<tbody>
<tr>
<td>Halford</td>
<td>11 April 2007</td>
<td>2008-09</td>
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<tr>
<td>G Harter</td>
<td>17 May 2007</td>
<td>2009-10</td>
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<tr>
<td>Perkins</td>
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<td>2012 - 13</td>
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<tr>
<td>Ryan</td>
<td>19 October 2009</td>
<td>2013 -14</td>
</tr>
<tr>
<td>Salisbury</td>
<td>12 May 2011</td>
<td>2014 -15</td>
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<td>L Harter</td>
<td>20 June 2011</td>
<td>2015-16</td>
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<tr>
<td>Cornthwaite</td>
<td>20 June 2011</td>
<td>2016 - 17</td>
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<tr>
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<tr>
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<td>Decline</td>
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<td>Hynes ) same no. of votes</td>
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<td>15 February 2016</td>
<td></td>
</tr>
<tr>
<td>Brooks</td>
<td>20 February 2017</td>
<td></td>
</tr>
<tr>
<td>Allan</td>
<td>16 October 2017</td>
<td></td>
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<td>Leech</td>
<td>20 November 2017</td>
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Item 21 Annual governance review 2018
Standing orders

<table>
<thead>
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<th>Version Number</th>
<th>Purpose/Change</th>
<th>Author</th>
<th>Date</th>
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<td>Final version – approved by GTC</td>
<td>E Parry, Town Clerk</td>
<td>16 February 2015</td>
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<td>a) minor change to paragraph 30e - public contracts legislation has</td>
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<td>15 February 2016</td>
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<td>19 February 2018</td>
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### Financial regulations

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<td>E Parry, Town Clerk</td>
<td>19 February 2018</td>
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### Asset register

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<td>Annual review (updated through the year) Items 32 and 37 disposed Items 48 and 49 added</td>
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### Risk management policy

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### Risk assessment table

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### Publication scheme

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Item 24 Personnel Committee

Garstang Town Council Personnel Committee
30 November 2017

Minutes

Present: Councillors Allan, Brooks, Leech, Perkins, Salisbury and Webster.

The Clerk was present at the meeting. The Mayor attended in the capacity as a member of the

001(2017-18) Appointment of Chairman
Cllr Allan was appointed Chairman for the 2017/18 civic year

002(2017-18) Programme of meetings for the year (standing order 15)
The Committee agreed that the meetings should be held ‘as and when’ required.

003(2017-18) Apologies for absence
None

004(2017-18) The Committees roles and functions
In light of the 2 new Cllrs joining the Committee, the Clerk outlined the following terms of reference for the Personnel Committee that were approved at the Council meeting held in April 2008.

PERSONNEL COMMITTEE
The Committee will comprise 6 members.
The Quorum of the committee shall be 3 members
The committee shall undertake the following roles and functions
(a) Power to appoint new staff
(b) Power to appoint agree new salaries and terms and conditions within existing budgets
(c) Power to hear and deal with grievance complaints and disciplinary procedures
(d) Power to hear and recommend for approval re-grading applications
(e) To carry out appraisals for the Town Council staff
(f) To agree the terms & conditions for the Town Crier in position

The Clerk asked if the Committee wished to make any revisions to the terms of reference. Resolved: The Committee did not make any revisions to the terms of reference. The Committee agreed that the terms of reference should be published on the Council’s website.

005(2017-18) Exclusion of the Press and Public
Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, councillors resolved to exclude the press and public to discuss employment matters. The Mayor left the room.
006(2017-18) Appraisals
The Committee had received copies of the appraisal forms for the Clerk and Lengthsman. The Clerk’s appraisal had been carried out on 5 April 2017 and the appraisal of the Lengthsman, 27 February 2017.

Resolved
The Committee approved the Clerk’s and Lengthsman’s appraisals. In addition the Committee wished to minute that
(a) the Lengthsman is a tremendous asset to the Council and takes great pride in his work.
(b) The Clerk was thanked for her work over the past year.

The Chair, Cllr Allan, offered to assist the Mayor and deputy Mayor with the appraisal process for the Clerk and general support to the Clerk. The Committee were in agreement and it was agreed that Full Council should be asked to ratify this decision at the next available meeting.

007(2017-18) Lengthsman hours
The Clerk explained that the Lengthsman currently works March – October 33 hours, plus 2 hours on Kepple Lane sensory Park between March and September. These extra 2 hours have been carried out on an annual basis and are included on the payroll with pension benefits.

Further to the Lengthsman’s appraisal, Cllr Harter and the Clerk are proposing that the additional 2 hours (for KL park) is extended into the month of October and be included permanently in the Lengthsman’s contract.

Going forward this will mean:
March – October 35 hours/week – includes 2 hours specifically KL sensory garden
November – February 26 hours/week

The finance implications are estimated as less than £100/annum.
Resolved: The Committee agreed to the extension of hours into October. Full Council will be asked to ratify this decision at the next available meeting.

008(2017-18) Town Crier Cllr support
Further to outgoing Lynn Harter standing down from the Council, the Committee considered if a Cllr replacement is required to help support the Town Crier.
Previously Cllrs Perkins and L Harter have attended quarterly meetings with the Clerk, to support the Town Crier with any queries relating to her role or attendance.
Resolved: Cllr Allan agreed to join the support group

009(2017-18) Date of meeting and items for the agenda
As required

The meeting closed at 19:30