



PREESALL TOWN COUNCIL

Minutes of the Ordinary meeting of the Town

Council held on Monday 8th June 2026 at 7pm at Preesall and Knott End Youth and Community Centre

Present: Cllrs S Dobbie (Mayor), P Orme, A Hayes, C Rimmer, A Shewan, K Tunstall, Kath Shepherd and T Johnson

In attendance: D Smith - Clerk

36.1(2026 27) Apologies

Cllr R Drobny, Cllr J Cawley, Cllr R Kelly

37.2(2026 27) Declarations of interests and dispensations

In relation to agenda item 9, Cllr Shepherd declared she has a family member who is employed at Fleetwood Charity CE Primary School.

38.3(2026 27) Minutes of the last meeting

Councillors **resolved** to **approve** as a correct record the minutes of the:

- (i) May Ordinary Meeting held on 11th May 2026.
- (ii) Annual May Meeting (mayor making) held on 11th May 2026.

Cllrs T Johnson, A Hayes, K Tunstall, and Kath Shepherd abstained as they were not present at both meetings.

39.4(2026 27) Matters arising from the minutes of 11th May 2026

Councillors are asked if there are matters arising from the minutes and to resolve any actions:

- (i) May Ordinary Meeting held on 11th May 2026. No actions required.
- (ii) Annual May Meeting (mayor making) held on 11th May 2026.

The members discussed their different viewpoints over the attendance at the May meetings, and the mayor asked councillors to draw a line under the matter.

40.5(2026 27) Public participation

None in attendance

41.6(2026 27) Planning Applications

Application Number: 26/00334/FUL – Deadline 2nd June

Proposal: Retrospective application for private stable building and associated storage.

Location: Green Lane Farm Green Lane Preesall Poulton-Le-Fylde Lancashire

The council **resolved** to not object to the application but noted that they would like a clause adding to the permission that as it states in the application this should be for private use only.

42.7(2026 27) Finance

Cllr Orme, the chair of the finance committee, reported to the council on June's finances.

- a) The council **noted** that the finance committee **resolved** to **note** June's receipts and direct debits and **resolved** all June's payments below:

Receipts

None for June 2026

Direct Debits

Payment Name	Details	Cash Book BAC's/card Ref	Bank (Unity Virgin, Hampshire)	Amount
Easy Websites	Monthly hosting fee	01 June	Virgin	£66.00
LCC	(Pension contributions)	19 June	Virgin	£425.54
Unity Bank	Monthly Service Charge	30 June	Unity	£7.00
3 Mobile	Phone Contract	01 July	Unity	£7.80

Payments

Payment Name	Details	Cash Book BAC's/card Ref	Bank (Unity Virgin, Hampshire)	Amount
Payroll	May26 payroll paid in June26	BACS45,46,47	Unity	£3,377.37
HMRC	Tax on salaries	BACS 48	Unity	£917.97
Paul Dooler	Lengths Man's Milage for May26 – to note HMRC have increased millage from 45p-55p per mile from April 6 th . To include backpay of April's millage 10p per mile.	BACS 49	Unity	£33.40
* Nick White	(Plants Man)	BACS 50	Unity	£900.00

* £400 of this payment is being covered by the Legacy Trust Fund

Phil Orme	Trees to be planted at the cenotaph	BACS 51	Unity	£209.93
Wyre Builders Supplies	Fixing Band 20mm	BACS 52	Unity	£9.90
Paul Dooler	May's Expenses paid in June - Petrol	BACS 53	Unity	£7.94

*outstanding invoices which have been **resolved** and have been received and paid after the published agenda *

Npower	Electric Supply for CCTV – 1 st May – 31 May 26	BACS 54	Unity	£9.22
848 Services Ltd	Microsoft Licences	BACS 55	Unity	£13.82
Fleetwood Charity	Grant Paid from Preesall Town Council	BACS 56	Unity	£2,000.00
Tony Horrocks Builders	Final instalment for shelter work	BACS 57	Unity	£3,000.00
Northwest Electricity	Electric Connection to the garage	BACS 58	Unity	£2,943.19

Payments made before June's meeting authorised at May's full council meeting minute reference 7.27 (f) (2026 27)

Payment Name	Details	Cash Book BAC's/card Ref	Bank (Unity Virgin, Hampshire)	Amount
Tony Horrocks Builders	Second installment for shelter work	BACS 43	Unity	£3,000.00
Fordstone General Store	Mayor Making Buffet	BACS 44	Unity	£375.00

Cllr Shepherd spoke of her concerns over the cost of the buffet for the mayor making event, as it had increased by £150 from last year, to be mindful that families are financially struggling at present. The council discussed the matter, with points made that it was catered to the numbers attending, the buffet was

cut back with no deserts, the invites have decreased, the left-over food was donated and not wasted, it is part of tradition, and prices have increased.

b) The council **noted** the finance committee has **resolved** the bank reconciliation to 30 April 2026. The total amount held within all the council's bank accounts is £243,810.19. The chair of the finance committee informed the council the clerk had not received the May postal 26 Virgin Bank statement and was unable to produce the bank reconciliation 31 May 2026.

c) The council **noted** the bank statement balances below:

Bank Name	Date of Closing Balance	Amount of Closing Balance
Unity	31st May 2026	£122,185.15
Virgin	30 th April 2026	£57,523.32
Virgin	31 st May 2026	NOT RECEIVED
Hampshire	31 st May 2026	£51,347.06

d) Cllr Orme discussed the Virgin Mandate and informed members that it is on-going as there have been issues from Virgin Bank. These should now be rectified by the bank, and the mandate should be completed soon.

e) Cllr Orme discussed other business with the council, and informed members the clerk will be joining the pension scheme, the finance committee had authorised the clerk's request for 25 hours overtime, for services in April/May, and the committee had reviewed its terms of reference and **resolved** to accept them, and the newly appointed chair.

43.8(2026 27) Internal Auditors Recommendations

The Council noted the internal auditor conducted the Town Council's audit week commencing 27 April 2026.

Councillors are asked to **consider** and **resolve** the auditor's recommendations below –

a) *The budget to support the precept must clearly take account of brought forward and carried forward reserves and detail the levels of all earmarked reserves that have been agreed by council.*

The council **noted** that details will be provided at the time of the budget for brought forward reserves (unspent funds from the previous financial year that are rolled over), and any carried forward reserves (earmarked reserves due to underspending funds intended for incomplete projects or future liabilities), will be provided in a spreadsheet, and clearly recorded in the minutes.

b) *The council should review the level of general and earmarked reserves as part of the budget setting process with reference to sector guidance.*

The council **noted** this will be presented within the budget spreadsheet, using the guidance of the 2026/27 Practitioners Guide section 5.35 "the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months' equivalent general reserve". To **note** this is the amount of money within reserves in the event the council is in financial difficulty, it has a minimum of 3 months spending in its account to continue the services of the council.

c) *A detailed budget for all categories of expenditure and income must be produced to underpin the precept setting decision*

The council **noted** that at the time of the budget a detailed spreadsheet will be provided to members clearly stating the 2025/26 budget, the current 2026/27 budget and the anticipated 2027/28 budget. Each cost centre will have a detailed budget sheet identifying all the predicted costs of each cost code.

d) *The council must ensure a comprehensive record of all procurements is retained and all contracts in excess of the threshold requiring quotations in the Financial Regulations must be procured accordingly. If exemptions to standard procurement requirements have been applied the minutes should clearly state the exemption in the Financial Regulations used.*

The clerk has looked at the Financial Regulations, along with the costings of procurements in the last financial year. The clerk has amended the £600-£4000 to £600-10,000. The council **resolved** the amendment. The council **noted** any procurements over £10,000 will be adhered to requiring 3 quotes.

- e) *Invoices must be secured and retained for all supplies and services received. Payments should not be made to suppliers until an invoice has been received.*

The council **noted** all invoices will be electronically stored and applied to all payments in the Scribe accounts.

- f) *The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights.*

The council **noted** that this has already been implemented (May's meeting reference 9.29(2026 27) iii) Dates for the notification of public rights to inspect the unaudited accounts)

- g) *The Chair should be copied into an email notifying the annual officer pay rise information to the payroll agent. The council could also provide the minute authorising the pay rise as evidence to the payroll agent.*

The council **noted** that once any pay rises are resolved, the chair or clerk will sign the letter given to employee's, the payroll company will receive any pay rise details from NALC, a copy of the signed letter, and the minute reference, and the chair will be copied into the email which will be held by the clerk for evidence of the audit trail.

- h) *The council should review and update the Investment Strategy with reference to the requirements of the Local Government Act 2003.*

The council **resolved** to **accept** the updated Investment Strategy.

- i) *The council should ensure a comprehensive record of all procurements is retained. Outstanding from 2024/25 to be followed up.*

The council **noted** all quotes will be held by the clerk for the audit trail. They will be presented to council when required and recorded in the minutes.

- j) *The council minutes should disclose clearly when money from the legacy is being expended and note when they are not applying the standard requirements of the FRs for expenditure financed by the legacy. 2024/25 follow up recommendation.*

The council **noted** that the minutes will reflect this recommendation

K) Outstanding recommendations from 2024/25 to update the risk management document - training for staff over the potential risks of providing sensitive information, change of supplier details procedure, review of supplier accounts, and checking address and financial health details with Companies House.

The council **noted** that the clerk has attended 2 data protection training sessions in September and October 2025. The risk register has been amended to reflected these recommendations. The council **resolved** to **accept** the updated risk register.

44.9(2026 27) Grant Application

The Council read through and considered the grant application from Fleetwood Charity CE Primary School for the project development of designated play zones. The majority of the council **resolved** to award a grant of £2000 to Fleetwood Charity CE Primary School, Cllr Tunstall abstained from the vote. The grant payment will be organised by the clerk and authorised outside of the meeting and recorded within July's finance minutes.

45.10(2026 27) Electricity installation

It was resolved at March's meeting minute reference 684.19 for electricity to be installed at Kelly's Corner and the cenotaph at £1,750.00 each excluding VAT. Due to the size of the pillar at the cenotaph it will have to be installed by roadside, which requires a license from LCC costing £800.00. The council **resolved** to pay the license fee of £800.00. The clerk will co-ordinate with LCC to have the electric points installed, and

the license payment authorised by members before the next meeting, the payment will be recorded within July's finance minutes.

46.11(2026 27) Bus Shelter Outside Preesall Park

The Council **noted** that although resolved at April's meeting minute reference 13.13(2026 27), to purchase a bus shelter from David Ogilvie Engineering at £13,860.00, the council did not comply with its financial regulations. The clerk provided members with two other quotes for shelters: Barriers Direct at £4,066.15 and Speedy Street Solutions at £6,354.00, all three quotes are VAT included. The Council **resolved** to purchase a bus shelter from David Ogilvie Engineering at £13,860.00. Cllr Shepherd informed the council there was only one company (David Ogilvie) who provided a similar design shelter to the ones installed at Knott End, and that was why only one quote was provided at April's meeting.

The Council **noted** the clerk asked members to research around the town where they would like the current bus stop to be relocated and to email the clerk prior to July's meeting for resolution.

47.12(2026 27) Viking Office Supplies

The Council **resolved** for the clerk to open an account at Viking Office Supplies for office stationery.

48.13(2026 27) Signage for Knott End, and Council Name Change

The clerk received a request from a resident to have a sign placed where the boundary is in Knott End clearly showing where the village starts. They would also like the council to consider changing its name to Preesall and Knott End Council to be inclusive.

The Council **resolved** not to have a sign placed on the Knott End boundary, as there is not a definitive boundary line, as this has changed historically, they do not wish to have a divide between Knott End and Preesall, and Wyre has previously refused the signage. The Council **resolved** not to change the council's name for the following reasons: the council has been historically called Preesall Town Council since 1974; the council cannot justify the cost to taxpayers to replace all the signage on the council's assets; the council does represent Knott End with six seats equal to the six seats represented by Preesall.

49.14(2026 27) Councillor Surgeries

It was agreed the following councillors are available for the following surgeries:

Youth Centre from 10am-12noon on July 25th – Cllr Dobbie, Cllr Orme, Cllr Johnson, 22nd August – Cllr Dobbie, Cllr Orme, 26th September – Cllr Shewan, Cllr Orme, Cllr Johnson

Knott End Library from 10am-11am on 8th August- Cllr Rimmer, Cllr Shewan 12th September – Cllr Rimmer, Cllr Tunstall

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

50.15(2026 27) Reports from subject leads and outside body representatives

None received, but Cllr Rimmer spoke about the Preesall and Knott End gala, asking Cllr Orme to meet the Wyre mayor at the library for the shop keeper competition. She asked Preesall's mayor to join the gala and if she would judge one of the competitions. She is hoping to arrange the annual brunch on gala day and invited council members to join along with the local dignitaries. If members are walking in the parade she reminded them of the weather, and cars would also be suitable, and that the theme this year was safari. If any members wish to help with road closures, she will email members with further confirmed details.

51.16(2026 27) Verbal reports from Wyre Councillors

Cllr Rimmer informed the council that she is on the Wyre S106 Working Group, and there is a meeting this week, and the group is concentrating on developers, if anyone has any questions they wish to be put forward to let her know. Cllr Rimmer discussed the issue of damage to residents' homes, with the recent piling by developers. The developers have given a monitoring report to Wyre, but it was too difficult for Wyre to understand. Residents have been given a report, and the report shows the developer went over the building regulations during the piling. Cllr Rimmer reported that she is following up this issue as a Wyre Councillor on behalf of residents. Cllr Johnson reported that residents have been in touch with him over the same issue,

and informed members that an officer had been out, but it was at 5.30pm after the building work was nearly completed for the day.

52.17(2026 27) Clerk's report

Co-Option Vacancy

I have had one person enquire about the co-option vacancy, unfortunately they do not meet the criteria as they have only been one resident within the area for 5 months.

Ferry Timetable

The June ferry timetable poster has been created and has been placed on the council's noticeboards for residents.

External Audit

The external audit and relating documents have been filed with PK Little John. I have had to do quite a lot of extensive work with the external auditor, as the council goes into automatic review as they are over £200,000.00 in funds. I have also had to answer questions about last year's external audit report. I anticipate there will be external auditor recommendations that will have to be addressed and resolved at a later meeting in the year.

Projects and costs

As feedback from the internal auditor over reserves and the budget was prominent in the report. I have created an internal spreadsheet logging all costs of projects and their purchases, so the budget record can be expanded in the 3rd quarter of the financial year for the precept. The information will also be used to create an action plan document in April 27 that will inform residents what the council's has spent in 2026/27 and what they are to spend in 2027/28 to improve the council's transparency.

HR

I have started looking at employees' records and contracts and working with the personnel committee, and I plan to bring all policies, procedures and documents up to date in line with the Practitioners Guide 2026/27.

Micks Garage

I have looked at bank records, emails and documents to bring myself up to speed with the garage project. My understanding at the present time is that the contractor has had 3 lots of the 4 installment payments, with the last one pending on completion of the project. I have been informed that all the work inside has been completed apart from the toilet by the contractor, and all external work apart from the rendering can't be completed until the electrical work is installed. The contractor should have completed the electrical trench and conduit. Cllr Hayes and I met a representative from the electrical company on Tuesday 2nd June at the garage to discuss the border of the substation next door to the building as they wish to put up a fence. It was agreed that I will co-ordinate between the two electric departments to first have the electric connected before the metal fence is erected. I have asked the contractor for the contact details of the electric company to make the connection payment agreed at the May meeting, once received I will have the payment authorised as soon as possible.

Planting

The planting in Barton Square and the two pagodas will take place week commencing 8th June. Alan Whalley has coordinated the delivery and planting. The approximate cost of plants and bark will be £1,400.00 which has been previously agreed, is well within budget.

Unity Bank Card

There has been an issue with the main administrator's address on the Unity Bank, which has held up the business card process. I have spoken to the bank and sent off the required forms they requested to rectify the issue. I am now waiting to hear from Unity over the card and will update the council accordingly.

Legacy Meeting

Upon the time of this report, I have organised a meeting with one of the representatives of the legacy trust, which should be the 10th of June. I am just awaiting a few more replies.

Trees at the Cenotaph

Cllr Orme has very kindly ordered and organised the trees to be planted at the cenotaph. He asked me to co-ordinate with the plants man to have them planted on Wednesday 3rd June.

Cllr Rimmer left the meeting at 9pm

53.18(2026 27) Mayor's report

The mayor reported that she had been busy meeting people within their groups in the community. She had attended her community service at Saint Oswalds, FOKEL knit and natter, The Men's Club at the Hub twice, with the deputy mayor where there is a mixture of ages that socialize and receive a free lunch. The Bay, where attendees are encouraged through nature and wellbeing by cleaning rubbish, and attending the beach, the mayor remarked it was inspiring to see. The mayor and the deputy mayor had judged the Poo Patrol competition, and the winning drawing would be placed on the Wyre vans as their logo. The mayor met with the bloomers while they were planting up at the library and Quail Holme. The mayor with her husband attended the Friendship group at the hub, which is a mixture of all age groups where they enjoy different activities, and receive a free lunch. The mayor reported that she intends to attend the women's group at the youth centre, and both herself and the deputy mayor will be visiting the local resident and nursing homes.

54.19(2026 27) Questions to councillors

Cllr Johnson asked if would be able to join the personnel committee, the council agreed and the clerk would add him to this committee. The mayor thanked Cllr Hayes for all his hard work with the pagodas, along with all the other members continuing work. Cllr Orme asked if he could purchase an outdoor lockable notice board to be placed at the ferry slip, for the ferry service to use, the council agreed. Cllr Hayes asked about the community board presented to the community outside the park. Cllr Orme confirmed that it requires mending. The clerk will ask the lengths man to fix the lock on the notice board. The mayor asked members present at the meeting if they wished to join any committees, the members were happy with their current council commitments. Cllr Orme asked members if they would update and produce a 'Welcome to Preesall and Knott End' leaflet. The council agreed in principle, but it should be placed as an agenda item when costs have been researched. Cllr Shewan informed members that there is group called Barb Wire playing at the library on the 24th of June, for £2 per ticket, if anyone wished to attend.

55.20(2026 27) Items for next agenda

Councillors are asked to raise matters to be included on the agenda either at the meeting or by notifying the clerk at least 10 days prior to the next meeting in writing by (Monday 29th June 2026) at the latest. With a summary of the reason for raising the matter, this is to include updates from working groups.

56.21(2026 27) Date and time of next meeting

The next meeting of the Full Council is to be held **at 7pm on 13th July 2026.**

The mayor closed the meeting at 9.35pm