



# PREESALL TOWN COUNCIL

8<sup>th</sup> July 2026

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council on **Monday 13<sup>th</sup> July 2026 at 7pm** at Preesall Youth and Community Centre, Lancaster Road, Preesall.

A handwritten signature in black ink, appearing to read 'Debbie Smith'.

Debbie Smith  
Clerk to the Council

**This meeting may be being recorded by the council, members of the public or the press.**

Prior to the start of the meeting the chair will make an announcement to confirm if anyone present intends to record proceedings.

It is important to note that those intending to record do not have to indicate as such but are required to do this in a way that is not disruptive to the meeting and does not focus on the public gallery.

Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they may be filmed, recorded or reported on. If any member of the public speaking at the meeting does not wish to be recorded, they should let the chair of the meeting know.

"The chair of the meeting has the discretion to terminate or suspend filming or recording, if in their opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the council."

## AGENDA

### **1 Apologies for absence**

### **2 Declaration of interests and dispensations**

To receive from councillors, disclosures of pecuniary and non-pecuniary interest 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, as presented on the 8<sup>th</sup> June 2026

### **4 Matters arising from the minutes of 8<sup>th</sup> June 2026.**

Councillors are asked if there are matters arising from the minutes on the 8<sup>th</sup> June and to **resolve** any actions if required.

### **5 Public participation**

The mayor will ask councillors to agree to adjourn the meeting to allow non-councillors to speak. When dealing with public participation there is no obligation to respond immediately to comments made, other than those that relate to items on the agenda. If a councillor believes that comments received require a decision of the council and the item is not on the agenda, they can ask for this to be put on to the next meeting's agenda. At the conclusion of the public session the mayor will ask councillors to agree to reconvene the meeting.

## 6 Planning Applications

None received

## 7 Finance

The chair of the finance committee will now report to the council on July's finances. Councillors are to **note** the chair of the finance committee will put forward to the council section 7a – 7e.

- a) The council is asked to **note** that the finance committee has resolved to **note** July's receipts and direct debits and resolved all July's payments.
- b) The council is asked to **note** the finance committee has resolved the bank reconciliation to 31st May 2026. The total amount held within all the council's banks accounts is: £230,523.46.  
Council are to **note**, the clerk has not received the June postal Virgin Bank statement, no bank reconciliation 30 June 2026 cannot be provided at the time of the published agenda. If the statement is received before the meeting; a bank reconciliation will be provided.
- c) The council is asked to note the bank statement balances below:

Bank Name	Date of Closing Balance	Amount of Closing Balance
Unity	30 <sup>th</sup> June 2026	£111,822.80
Virgin	31st May 2026	£56,991.25
Virgin	30th June 2026	NOT RECEIVED
Hampshire	30th June 2026	£51,347.06

(Any later balances will be provided as they are received)

- d) To confirm, the council's fidelity insurance has increased from £250,000 to £500,000, with no additional cost to the council, due to the level of money the council holds within its banks. All updated insurance documents are held by the clerk, and the Risk Management Plan has been updated to reflect this.
- e) The committee reviewed the QRT 1 budget expenditure for April, May and June 2026 (an update will be provided by the chair of the committee at the meeting).
- f) Any other business to report to the council and any actions to be taken for resolution.

## 8 Bus Shelter Outside Preesall Park

Councillors were asked at June's meeting to research around the town where they would like the current bus stop outside Preesall Park to be relocated. Cllr Shepherd has provided a location for the bus stop to be relocated to Park Lane (photos emailed). Councillors are asked to **resolve** where to have the current bus stop outside Preesall Park relocated to.

## 9 Community Champion Awards

Cllr Shewan to lead this discussion with members.

## 10 Car Boot Sale Event

Councillors are asked to discuss the possibility of holding a boot sale-style event once a month during the summer at one side of the Knott End car park. Possibly one Sunday out of the month, charging a pitch fee, with money going to community events. Discussions are to be led by Cllr Kelly.

## 11 Self Watering Planters for the Welcome Signage to Preesall and Knott End

The lengths man has inspected the planters at Cemetery Lane, and near Head Dyke Lane, and they will require new ones. The council is asked to **resolve** to purchase 2 x Orbea Compact Planters for £122.17 each, the total with delivery plus VAT totals £353.21 (information emailed)

## 12 Finance Committee's Terms of Reference

The finance committee met on the 8th of June, and reviewed and accepted their T.O.R. The council is asked to **resolve to accept** the finance committee's T.O.R (emailed).

## 13 Personnel Committee's Terms of Reference, and Updates from the Meeting

Discussions will be led by the chair of the personnel committee Cllr Rimmer.

The personnel committee met on the 25<sup>th</sup> of June, and elected Cllr Rimmer as its Chair, and Cllr Orme as its Deputy Chair.

- i) The personnel committee reviewed and accepted their T.O.R. The council is asked to **resolve** to **accept** the personnel committee's T.O.R (emailed).
- ii) The committee reviewed and approved the following policies and procedures below:
  - a) Grievance Policy – section 2. Addition to clarify who is each employee's line manager.
  - b) Whistle Blowing Policy - NALCS current version
  - c) Training and Development Policy - New policy
  - d) RIDDOR Health and Safety Guidance - Updated guide from HSE
  - e) Violence at work Policy - New Policy
  - f) Lone Worker Policy - Updated SLCC version
  - g) Clerks Risk Assessment and lone worker policy - Updated to reflect current circumstances
  - h) Lengths/Plants Man Lone worker Risk Assessment - New Risk Assessment
  - i) Lengths Mans Risk Assessment for Tasks - Updated to reflect current work
  - j) Accident/Incident Report Form - New form created
  - k) Equality and Diversity Policy – New Policy

The council is asked to **resolve** to **accept** the policies and procedures a-k (policies emailed).

- iii) The committee have appointed Alan Whalley to be the assistant to the clerk for 10 hours per week. Alan has been provided with a specific job description, and an updated contract. Within his new role he will require office supplies, which will be purchased under the clerk's delegations. Alan will require a new laptop, and email address. The council are asked to **resolve** to purchase Alan a new Lenovo laptop from Viking Direct costing £694.80 (this includes VAT).
- iv) The lengths man's contract has been updated to reflect that he will now be paid on within the NALC Spine Points, that his appraisal will be in the Autumn of each year, and that he has a mileage policy. The council is asked to **resolve** to **accept** the new lengths man's mileage policy (emailed).
- v) The committee has resolved to renew the plants man's contract for another year. The clerk will meet with the plants man to sign the new contract, to obtain a copy of his annual insurance, and to give him his new worksheets to work from.

#### **THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**

#### **14 Reports from subject leads and outside body representatives**

No written reports have been received by the clerk at the issue time of the agenda. Subject leads are asked if they wish to verbally report anything to members of the council.

#### **15 Verbal reports from Wyre councillors**

Wyre councillors will report any items relevant to the area.

#### **16 Clerk's report**

Councillors are asked to read the clerk's report prior to the meeting for any updates, members may ask the clerk any questions in relation to the report (clerk's report emailed)

#### **17 Mayor's report**

An opportunity for the Mayor to report on events and activities.

#### **18 Questions to councillors**

An opportunity for any councillor to ask a question of another councillor.

**19 Items for next agenda**

Councillors are asked to raise matters to be included on the agenda by notifying the clerk at least 10 days prior to the next meeting in writing, by (Friday 28<sup>th</sup> August 2026) at the latest, with a summary of the reason for raising the matter, this is to include updates from working groups.

**20 Date and time of next meeting**

To **note** the council will disband for the summer, no meeting will be held in August. The next meeting of the Council is to be held **at 7pm on 14<sup>th</sup> September 2026.**