



## PREESALL TOWN COUNCIL

### Minutes of the Ordinary meeting of the Town Council held on Monday 9th March 2026 at 7pm at Preesall and Knott End Youth and Community Centre

**Present:** Cllrs T Johnson (Mayor), P Orme, A Hayes, C Rimmer, R Kelly, S Dobbie, R Drobny, A Shewan, K Tunstall, Kath Shepard and S Thorn

**In attendance:** D Smith (incoming clerk) and Alan Whalley (out-going clerk)

#### 666.1 Apologies

Nil

#### 667.2 Declarations of interests and dispensations

Cllr Johnson declared he has a trade union interest for section 29 of the agenda - staffing matters.

#### 668.3 Minutes of the last meeting

Cllr Shepard abstained from voting as she was not present at the last meeting.

Councillors **resolved to approve** as a correct record the minutes of the Town Council meeting held on 9<sup>th</sup> February 2026, and the mayor signed the minutes.

#### 669.4 Matters arising from the minutes of 9<sup>th</sup> February 2026

Cllr Hayes spoke about the upkeep of four pagodas, and that the company would not give a sizeable discount if the council purchased four. Cllr Hayes proposed to amend the purchase of four pagodas to two, for a costing of £1,547.30. Cllr Dobbie Seconder, and the motion was carried by the council.

#### 670.5 Public participation

**Resolved** to adjourn the meeting to allow non-council members to speak.

A representative from Wyre spoke about the food waste bin collections that will go live in April 26. The recycled waste will provide electric and fertiliser, and next year they will introduce plastic cling-film to be recycled. The representative confirmed that blocks of flats will be receiving bins, and Wyre will provide additional roles of bin liners for the food waste upon request from residents.

**Resolved** at the conclusion of the public session to reconvene the meeting.

#### 671.6 Planning Applications

None to be considered

#### 672.7 Finance

##### a) Feedback from the finance committee

The chair of the committee confirmed that the committee **noted** March's receipts, **approved** all March's payments, and **noted** March's direct debits. The committee had looked at the QRT 4 budget (January, February, March 26), the bank reconciliations, closing bank statements, and **resolved** that they were all in order. The committee advised the council they were satisfied with the updated financial regulations 26, and requested the council authorise a Unity Trust bank card for only the clerk to use for council purchases. The committee updated the council that they were updating the Hamshire Trust bank mandate, to remove and add signatories to reflect the current members and the new clerk.

- b) The council **noted** that bank statements Unity Trust 28 February 26 £58,685.67, Hampshire Trust 28<sup>th</sup> February 26 £51,347.06, Virgin Money 31<sup>st</sup> January 26 £59,178.33
- c) The council **noted** bank reconciliations were a true record to date January 31.
- d) The council **resolved** to **accept** the up-rising insurance renewal quote of £1,282.54
- e) The council **noted** section 137 expenditure limit for 2026/27 under section 137(4)(a) of the Local Government Act 1972 for Parish and Town Councils England is £11.60 per elector, increased from £11.10 from 2025/26.
- f) The council **noted** the Financial Services Compensation Scheme (FSCS) protection for eligible deposits at Unity Trust Bank, Virgin Money and Hampshire Bank has increased to £120,000 per eligible person from £85,000. To clarify in the event Unity Bank ceases to exist the council's deposited money is now protected up £120,000.
- g) The council **resolved** for the clerk to request a bank card from Unity Trust to use for council purchases.

### **673.8 Annual governance review**

Councillors are required to confirm that the various internal control documents have been reviewed in the past 12 months. To facilitate this the town council conducts an annual governance review each March. The Council **resolved** the amendments made and to **adopt** the documents below-

#### **Standing Orders**

The Standing Orders have been reviewed against NALC's latest version:

- Section 5 j-s has been amended at additional points j-s added to reflect what happens at ordinary meetings through-out the civic year, the last S.O version did not make this clear, and it was within the annual may meeting section.
- Section 5ii to 5xii reflects the exact order of the Annual May meeting and what is resolved at this meeting. (Mayor making).
- Section 18 a(v) has been amended from £25,000 to £60,000 to reflect the update in the new template from NALC.

#### **Financial Regulations**

The Standing Orders have been reviewed against NALC's latest version:

- Section 4.2 – amendments made to reflect each committee's responsibilities within their Terms of Reference. Amended the month November to December as some years NALC can be late with the salary increase figures.
- Section 4.3 – amended November to December to allow more time for the budget if it is required.
- Section 4.11- Amended to reflect Finance committee's responsibilities within their Terms of Reference.
- Section 5.8 – Amended from £3000 - £4000 due to uprising in costs.
- Section 5.9 – Amended from £500 to £3000 to £600 - £4000 cover rising costs and inflation.
- Section 5.15. – Amendment made from £500 to £600 to cover rising costs and inflation. Amendment made 'the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,500 excluding VAT', from £2000 to £2500 due to up rising costs.
- Section 5.18 – Clerk has the power to authorise emergency costs up to £2000, now amended to £3000 due to up-rising in general costs.
- Section 6.1 – new addition in updated NALC Financial Regulations.
- Section 6.9 – Amendments made to payments by the clerk from £500 - £600 and £2000 - £3000, to reflect earlier sections in the Financial Regulations.
- Section 9.4 – Reimbursement to staff is not recommended, but it is still allowed within the NALC F.R. This section will be updated after banking is reviewed within the 26/27 civic year.
- Appendix 1. 5) – This section is amended to reflect the correct updated Standing Order.

#### **Schedule of assets (fixed asset register)**

The schedule of assets has now been changed to a fixed asset register and updated to reflect additions and deletions throughout 2025/26 civic year. It now also has insurance headers and insurance costs to

provide information when renewing the council's insurance. Alan Whalley (clerk) and the lengths keeper have conducted a full survey of the assets. Councillors are to note this is a live document and will continue to be updated by the clerk throughout the 2026/27 civic year.

### **Fixed Asset Register Policy**

This is a new policy to support the fixed asset register.

### **Risk Management Plan**

- Updated to show identified risk which can be quantified is covered by the insurance policy carried by the Council:

Public liability	£10m
Employer liability	£10m
Money	£250,000.00
Fidelity guarantees	£250,000.00
Official's indemnity	£250,000.00
Slander & Libel	£25,000.00
Personal Accident	£30,000.00
Legal Expenses	£100,000.00
Buildings	£1,981.00
General contents	£33,000.00
Gates and fences	36,000.00
Mowers and machinery	£6,000.00
Playground equipment	£90,000.00
Street furniture	£78,325.00

### **Risk Management Register**

- Addition of section Governance Risk (overall inherent risk).
- Addition of information within the 'Finance' section of the document, expanding on controls and who is responsible for them, as well as the addition of 'Avoiding Supplier Fraud' and the 'Collapse of bank'.
- Addition of information within the Council Management section expanding on controls and who is responsible for them.
- Addition of information within the Property and Assets section of the document expanding on controls and who is responsible for them, as well as the addition of the clock.
- Addition of section Operational Risks.

### **Annual Town Meeting Standing Orders**

Addition of dates when the meeting must take place and section 'To deal with any other business raised by the public'.

### **Scheme of Delegation and Responsibility**

This has now been updated and cross referenced with the council's Standing Orders and Financial Regulations 2026

### **Code of Local Government Conduct 2021 Wyre Borough version**

No amendments have been required.

### **Civility and Respect Policy 2026**

Slight amendments made to reflect the staff job titles, and that the council has a Mayor, Deputy Mayor and Committees, not sub-committees.

### 674.9 Co-Option

Seven council members met the candidate on 26<sup>th</sup> February to interview and discuss the vacancy. The seven members put their recommendations forward. Cllr Johnson Proposed to co-opt the candidate and Cllr Orme Seconded the motion. The majority **resolved** to elect the candidate by co-option. The clerk will inform the candidate and ask him to attend the April meeting to be co-opted onto the council.

### 675.10 General power of competence

A town council is eligible if it comes within the compass of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The Order lays down the eligibility criteria:

1. The council has resolved at a meeting of the council and each subsequent relevant annual meeting that it meets the conditions below.
2. (1) At the time a resolution under paragraph 1 is passed: (a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two thirds of the total number of members of the council; (b) the Clerk to the parish council holds: (i) the Certificate in Local Council Administration; (ii) one of the other relevant qualifications.

The council **resolved** they met the criteria under the Clerk to the parish council holds: (i) the Certificate in Local Council Administration. Upon further investigation by the clerk, the council does not meet the criteria, as there must also be two thirds of the council elected, not co-opted. This will now be placed under 'Matters Arising from the Minutes within April's agenda to be resolved by council.

### 676.11 Policies

The council **resolved** to **approve** and **adopt** the policies below:

- a. PTC Internal Audit Terms of Reference 2026- No amendments made.
- b. PTC Internal Control Statement and Review 2025 26 - This is a new document created which is required for audit purposes, reflecting the council's internal controls for the civic year 2025 26.
- c. Co-Option Application Form – The lay-out order has been changed to Cllr specification, eligibility, and information about applicant, to include North / South wards.

To **note** the wording of the North/South ward was slightly amended at the meeting to ensure candidates understood their requirements.

- d. Co-Option Policy – Additions made to clarify the co-option policy in blue, and to include the North/South wards when seeking a proposer and a seconder.
- e. Volunteer Policy and Forms – This policy has been re-written to expand on all factors based on volunteers; it includes the previous information from the last resolved volunteer policy.

There were discussions over the status of volunteers that help at the Council's events. Cllr Rimmer **Proposed** that the event committee would ensure that volunteer forms were completed, and Cllr Drobny **Second** the motion. The council unanimously **resolved** the motion.

### 677.12 Mayor for the civic year 2026/27

The council **discussed** and **considered** nominations for the office of Mayor for the civic year 2026/27. It was **proposed** by Cllr Drobny and **Seconded** by Cllr Kelly. The council **resolved** the next person on the list, referenced from the Mayor Selection Policy and Procedure was Cllr Dobbie. It was **noted** that as Cllr Drobny proposed he would give a speech at the Mayor Making meeting.

### 678.13 Flag Diary for 2026

The council **resolved** to **accept** the flag diary for 2026. To **note**, slight amendments to the details were made at the meeting. To **note** the council discussed that one of the flag poles required maintenance, this will be repaired under the council's budget header, parish maintenance.

### 679.14 Issues of Car parking and the Misuse of Green Space

Cllr Andrew Shewan led the discussions about the green space at Sandy Croft Avenue. There are four houses at the end of the cul-de-sac that do not have a place to park, but residents and their visitors are now parking on the green. The second issue is parking on the esplanade on Wyre View. There are single yellow lines, with no parking sign from '10am-6pm' on the NatWest roadside. There is parking allowed on one side of the road, but there is consistent parking on both sides causing safety issues for drivers and pedestrians by the old NatWest bank. The council agreed that the issue was troubling. Cllr Orme remarked that there are still issues at Fordstone with parking, and another bollard is required to secure the area. The clerk will ask the lengths man to place one at the site. He also remarked on issues with parking at Sandy Lane on the verge. Cllr Rimmer informed the council that she has written to Tree Scrapes at Lancashire County who provide information on if tree planting is possible and advice on residents' consultation. Cllr Rimmer has not received any correspondence on the matter, so will call them to include tree planting at Wyre View, Sandy Lane, Lancaster Road and Sandy Croft Ave to combat parking and beautify the area. Cllr Shewan will also look into with the Land Registry over parking spaces.

#### **680.15 Grit Bins**

The council **resolved** to have one bin situated outside the Post Office in Knott End, and another one situated at the Ferry Slip.

#### **681.16 Working Group Purchases**

The council discussed the purchase of Preesall Town Council souvenirs to provide an income stream for the council. The council **approved** the souvenirs idea in principle, and it will be placed as a later item on a future agenda.

#### **682.17 Civic and Events Committee Purchases**

After discussing the purchases, it was **Proposed** by Cllr Orme to change the Tourism Budget header with the sum of £10,000.00 to the Civic Events header, and for the civic events committee to comply with the council's financial regulations and delegations, and for it to be referenced in the civic events terms of reference. It was **Second** by Cllr Hayes, the council **resolved** for this motion to be carried, and Cllr Shepard abstained from the vote. The council **resolved** to purchase the items below-

- a. 3 x 2 Fusiliers' flag with anti-fray - £51.00
- b. A bulldog hitch for the trailer, mini lock, product P6E/2 at Barlow Trailers priced £116.39 (To **note** this item does not come out of the tourism budget, it will come out of the Lengths Mans tools budget)
- c. Personalized Gazebo with council logo, for all events from the company 'Event Branding'. (To **note** the council **resolved** to purchase the design Cllr Hayes put forward with the full sides and to purchase the water weights as an optional extra from the company not from Amazon as stated on the agenda).
- d. Information boards re: Lancashire Landings, from Astro Signs to be placed on the seafront, and at the Battle of Britain Memorial.
- e. A stone plaque commemorating the Lancashire Landings at the Battle of Britain from Wyre Memorials.
- f. To provide a bottomless tea, coffee and biscuits at £4 per head, at the Working Man's Club, after the Lancashire Landings event (numbers to be confirmed nearer to the time, to include variables of the public on the day to attend).

#### **683.18 Police Station**

The council discussed the possibility of the police station being manned, led by Cllr Johnson. Cllr Johnson informed the members that to have a regular police presence within the town, the police would require a base which is allocated within the fire station, but there is an issue with the cost of rent required for the space. Cllr Johnson informed members he had drafted a letter to the Chief Commissioner of police and read it aloud. The council **resolved** that after additions made to the letter by members, the clerk would send the letter.

#### **684.19 Power to the Middle Shelter, and Information on unmetered electric supplies**

Alan Whalley (out-going clerk) informed members of the costs of the unmetered electric supplies to Kelly's Corner and the Cenotaph priced at £1,750.00 plus VAT each. He informed members that the quote to have electricity supplied to the middle shelter is in the region of £7,000.00 plus VAT, as the supply would have to come from across the road. The clerk will continue to investigate solar panels for the shelter, so the council has a comparison of costs to resolve at a future meeting. Cllr Drobny **Proposed** to have the electric supplies installed at Kelly's corner and the Cenotaph. Cllr Dobbie **Second** the proposal and the council unanimously **resolved** to have the motion carried.

#### **685.20 Payment for Kelly's Corner in March up to this point in the minutes.**

Alan Whalley (out-going clerk) informed the council the work is now complete, but the invoice for the work has been received after the agenda was published, costing £5,870.00 The council discussed the entrance and exit of the paving requires to be slopped, as there is currently an inch lip. This will allow for smoother access to the site. The council **resolved** to make the payment after the adjustments to the paving was complete.

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

#### **686. 21 Reports from subject leads and outside body representatives**

Cllr reported he had attended the flood forum, and there are still talks with the owner of Carr Gate to whether the water retention scheme can go ahead. They are still working on Park Lane, over the flooding issues, and they are investigating the regular flooding outside the CoOp in Preesall. Cllr Hayes informed the council the civic committee met on the 3<sup>rd</sup> of March, and they discussed the Commonwealth event, Lancashire Landings event and the May Day event.

#### **687. 22 Verbal reports from Wyre Councillors**

Cllr Rimmer reported that Wyre had met last week to discuss the budget. Council tax will go up by 2.99 per cent, which is £6.97 on Band D property. The increase is so Wyre can receive government funding, as the funding reduces without that increase. Local reorganisation is an issue within Wyre's budget, as there is a high number of reserves. Wyre is committed to spending this money on parks and green spaces and will look at spending again in October. Wyre has drafted the asset transfer policy, and will go into consultation, Cllr Rimmer recommended that parish and town councils should lobby for funding in April, May, and June. Further investigations by Hill House are now complete. They found elevated levels in gardens, allotments, and eggs near the site. There are two community meetings on 12<sup>th</sup> and 17<sup>th</sup> March at Thornton Football Club, Cllr Rimmer will keep the council updated. Cllr Johnson asked is there going to be any research in Preesall. Cllr Rimmer confirmed not at present, but there will be future phases which will be determined by the environmental agency. Cllr Drobny asked about the smell from Fleetwood, and Cllr Rimmer confirmed there were protests by residents at the last Wyre meeting. The environmental agency are still requesting diary sheets and Wyre will look at the terms within lease in May 27.

#### **688. 23 Clerk's report – Incoming Clerk Debbie Smith**

##### Bench Policy

The Bench Policy has been amended to reflect the resolutions of January's meeting and placed on the council's website. Contact has not been made with the policy holders yet; this will happen when I have. laptop.

##### Mayor Making Invites

The list will be reviewed and updated, and invites will be made after the meeting, and once numbers are. confirmed refreshments will be arranged for the evening.

##### Thank you Received

I received in the post a thank you card from Doug Smith, for the £50 donated to Brian House.

#### **689.24 Clerk's report – Out-going Clerk Alan Whalley**

The clerk informed the council that he had met with John Wilkinson from Cutts Nursery, to discuss what plants and their costings required for the planters at Barton Square and the two pagodas, to be put forward to the council for resolution.

### **690.25 Mayor's report**

The mayor reported he has received an invite to attend the Over Wyre Choir this month, and he attended the commonwealth event held by Preesall Town Council.

### **691.26 Questions to councillors**

Cllr Hayes asked who would now be looking at the SPID information as the previous Cllr responsible had stepped down. The out-going clerk suggested a meeting will need to take place to hand over the responsibilities, Cllr Hayes agreed he would take over the downloading of the SPID information. Cllr Drobny asked the council if it could purchase signs stating 'Preesall Town Council Working for Our Community', which would inform residents when the council is having work done in the community, so residents can identify what the council is providing for its community. Cllr Johnson also suggested that a civic opening should be organised after projects are complete, to show case the council's work. Cllr Rimmer discussed providing further details of projects via the council's Facebook page. Cllr Drobny asked if the council own the middle shelter, and the clerk confirmed that Preesall Town Council do own the shelter. Cllr Orme asked if the council would move forward with planting five trees at the cenotaph. Cllr Rimmer will ask Wyre if they are willing to provide the trees.

### **692.27 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 (Thursday 29th March 2026) at the latest. With a summary of the reason for raising the matter, this is to include updates from working groups.

### **693.28 Date and time of next meeting**

The next meeting will be the **Annual Town Meeting** to be held at **6.30pm on 13th April 2026**. The next **Full Council Meeting** will start at **7pm**.

### **694.29 Staffing Matters**

Details under 'Green Papers', not for publication.

The Mayor closed the meeting at 10.05pm