



PREESALL TOWN COUNCIL

4th March 2026

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council on **Monday 9th March 2026 at 7pm** at Preesall Youth and Community Centre, Lancaster Road, Preesall.

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 of 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, of the meeting held on 9th February 2026 (emailed). Please note the minutes were produced by the out-going clerk Alan Whalley.

4 Matters arising from the minutes of 9th February 2026

Councillors are asked to **discuss** and **resolve** any matters arising from the minutes.

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 to be considered

7 Finance

The Council are asked to:

- a) Receive any feedback from the Finance Committee and **resolve** any actions from the feedback given.
- b) To **note** bank statements balances - Unity 28 February 2026 £58,685.67, Hampshire Trust 28 February 2026 £51,347.06 and Virgin 31 January 2026 £58,685.67 (Any later balances will be provided as they are received).
- c) To **note** as a correct record the bank reconciliations to 31 January 2026 and **resolve** any actions.
- d) To **resolve to accept** the uprising renewal insurance quote recommended by the Finance Committee.
- e) To **note** 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) To **note** 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 to £120,000.
- g) To listen to the finance committee's recommendations for a Unity Trust bank card for the incoming clerk, and **resolve** whether or not to apply for one.

h) To **note** following receipts in March 2026:

Receipt Name	Details	Date of receipt	Bank (Unity Virgin, Hampshire)	Amount
Hampshire Trust Bank	Annual Interest	16/02/2026	Hampshire	£51.30

c) To **note** and **approve** the following payments:

Payment Name	Details	Cash Book BAC's/card Ref	Bank (Unity Virgin, Hampshire)	Amount
Payroll	February 2026 payroll paid in March 2026	BACS 274, 275,276	Unity	£4,204.31
Paul Dooler	Lengths Man's Travel expenses (on behalf of council) for February 26	BACS 277	Unity	£12.60
* Nick White	(Plants Man)	BACS 278	Unity	£900.00

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

Debbie Smith	Clerk's homeworking February 2026	BACS 279	Unity	£18.00
HMRC	Tax on salaries	BACS 280	Unity	£1,516.21
848 Services Ltd	Microsoft Licences	BACS 281	Unity	£13.82
Wyre Building Supplies	Materials	BACS 282	Unity	£23.00
Npower	Unmetered electricity for CCTV unit	BACS 283	Unity	£11.07
Zurich Insurance	Insurance from 1 st April 2026 to 31 st March 2027	BACS 284	Unity	£1,282.54
Alan Whalley	Scarecrow Trophies for the Gala for 2026 to 2030 incl	BACS 285	Unity	£164.95
Npower	Electricity	BACS 286	Unity	£25.35
LALC	Communicating training for Cllr Thorn	BACS 287	Unity	£18.00

e) To **note** following payments by direct debit:

Company Name	Details	Payment Date	Bank (Unity Virgin, Hampshire)	Amount
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Unity Trust Bank	Monthly Service Charge	31 March	Unity	£6.00
3 Mobile	Phone Contract	31 March	Unity	£7.20
Easy Websites	Monthly hosting fee	2 March	Virgin	£66.00
LCC	(Pension contributions)	16 March	Virgin	£485.67

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 changes have been detailed in the annual governance review document (enclosed and emailed). Councillors are now asked to **review** and **resolve** any amendments and **adopt** the documents. (Electronic copies of the documents have been emailed.)

- a. Standing Orders – Amendments have been made to reflect latest NALC template, and to reflect the Annual May Meeting of PTC.
- b. Financial Regulations – Document has been put to the financial committee, but must be **resolved** at full council. Amendments to reflect latest NALC template, with increase to delegated costs to reflect general uprisings.
- c. Schedule of Assets – Has been changed to a fixed asset register to reflect all assets held as at March 2026 (a full survey of the assets has been conducted by the outgoing clerk and the Lengths Keeper).
- d. Fixed Asset Register Policy – New Policy
- e. Risk Management Plan – This needs to be reviewed and adopted to reflect insurance uprating.
- f. Risk Management Register – Amendments and additions have been made; this needs to be reviewed and **adopted** to clarify controls.
- g. Annual Town Meeting Standing Orders – Additions have been made.
- h. Scheme of Responsibilities and Delegations 2026 – Updated to reference 2026 Standing Orders and Financial Regulations
- i. Code of Local Government Conduct – No amendments made.
- j. Civility and Respect Policy 2026 – Slight amendments to staff job titles, and to reflect the mayor.

9 Co-Option

Seven council members met the candidate on 26th February to interview and discuss the vacancy. The seven attending members are now asked to put their recommendations forward. The council are asked to listen to the recommendations and **vote** to elect the candidate, in which the motion will be carried.

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.

Council members are asked to **resolve** that Preesall Town Council meets the conditions required to be able to use the General Power of Competence, under (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.

11 Policies

Councillors are asked to **approve** and **adopt** the policies below: (policies emailed). Cllrs are to note any amendments are in blue within the documents.

- 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.
- 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.
- f. Mayor Selection Policy and Procedure 2026 – This policy has been expanded on the last resolved version, with the updated Appendix included.

12 Mayor for the civic year 2026/27

Councillors are asked to **discuss** and **consider** nominations for the office of Mayor for the civic year 2026/27, to be **resolved** (Mayor Selection Policy and Procedure emailed).

13 Flag Diary for 2026

Councillors are asked to **resolve** to **accept** the flag diary for 2026 (emailed).

14 Issues of Car parking and the Misuse of Green Space

There are issues of cars parked in no parking areas on Wyre View, and the misuse of green spaces by vehicles. It is presenting a hazard to pedestrians and motorists. Cllr Andrew Shewan to lead discussions, and for the council to **resolve** if they may provide any assistance.

15 Grit Bins

Councillors are asked to **resolved** where the two grit bins will be located within the parish.

16 Communication Working Group Agenda Item

Councillors are asked to be consulted on the council's thoughts and opinions of the purchase of souvenirs for example: mugs, ties, pens etc. These items would have the image of the area and a logo printed on them. Information and discussion on the matter is to be led by Cllr Thorn.

17 Civic and Events Committee Purchases under Budget Header 'Tourism'

Councillors are asked to **resolve** to give the Civic and Events Committee a budget allowance from the tourism budget of up to £1,500.00 for the below purchases requested from the Civic and Events Committee. (Please note at the issue time of the agenda some costings were not available, some purchases are time sensitive and some cannot be costed until attendee(s) confirm).

- 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
- c. Personalized Gazebo with council logo, for all events from the company 'Event Branding' (Clerk to provide costings at the meeting)
- d. Amazon Zeno Store, 4 x white water filled bases for a gazebo, total price £24.45, to ensure the stability of the gazebo.
- e. Information boards re: Lancashire Landings, from Astro Signs to be placed on the sea front, and at the Battle of Britain.
- f. A stone plaque to commemorate the Lancashire Landings at the Battle of Britain from Wyre Memorials.
- g. 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).

18 Police Station

Councillors are asked to discuss the possibility of the police station being manned, and to see if there is any interest of other neighboring councils being involved. The council are asked to **resolve** whether or not to assist with the costings of the rent that is being asked by the Fire Brigade.

19 Power to the Middle Shelter, and Information on unmetered electric supplies

Out-going clerk Alan Whalley will inform members of the costs of the unmetered electric supplies to Kelly's Corner and the Cenotaph. He will inform members of his discussions of possible solar panels, and the quote for an electric supply for the middle shelter. Councillors are asked to **discuss** the information provided, and **resolve** any further actions that are required to supply an electric source to the shelter, electric supplies to Kelly's corner and the Cenotaph.

20 Payment for Kelly's Corner in March

Councillors are asked to resolve to issue a payment for the works at Kelly's Corner, information will be provided by the out-going clerk Alan Whalley.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

21 Reports from subject leads and outside body representatives

No written reports have been received at the issue time of the agenda.

22 Verbal reports from Wyre councillors

Wyre councillors will report any items relevant to the area.

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 to the policy holders yet; this will happen when I have the laptop, and access to paperwork.

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.

24 Clerk's report – Out-going Clerk Alan Whalley

Councillors are asked to note the information contained in verbal report

25 Mayor's report

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

26 Questions to councillors

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

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.

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 follow at **7pm**.

29 Staffing Matters

Pursuant to section 1(2) and 1(3) of the Public Bodies (Admissions to Meetings) Act 1960, the council may resolve to exclude the press and public to discuss items pertaining to members of staff. The out-going clerk will provide further details at the meeting. (Details of this have been emailed separately, in strict confidence).