



PREESALL TOWN COUNCIL

3rd June 2026

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council on **Monday 8th June 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 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 –

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

4 Matters arising from the minutes of 11th May 2026.

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

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

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

Councillors are to **note** the below planning application(s) have been resolved via email due to the deadline before the June Meeting, resolution and comments will be appended to the June minutes.

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

7 Finance

The chair of the finance committee will now report to the council on June'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** June's receipts and direct debits and resolved all June's payments.
- b) The council is asked to **note** the finance committee has resolved the bank reconciliation to 30th April 2026. The total amount held within all the council's banks accounts is: £243,810.19. Council are to **note**, the clerk has not received the May postal Virgin Bank statement, no bank reconciliation 31 May 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	31st May 2026	£122,192.15
Virgin	30 th April 2026	£57,523.32
Virgin	31 st May 2026	NOT RECEIVED
Hampshire	31 st May 2026	£51,347.06

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

- d) The council are to **note** the Virgin Mandate update is still on-going.
- e) Any other business to report to the council and any actions to be taken for resolution.

8 Internal Auditors Recommendations

Councillors are asked to note 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 –

(the clerk will read and go through section 8 a-k at the meeting, with resolutions to be read by the chair)

- 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 are to **note** 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 are to **note** 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 is to **note** 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 (emailed). The council are asked to **resolve** this amendment. The council are to **note** any procurements over the resolved amount, 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 are to **note** 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 are to **note** 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 are to **note** 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 are asked to **resolve** the updated Investment Strategy (emailed).

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

The council are to **note** all quotes will be held by the clerk for the audit trial. 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 are to **note** 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 are to **note** 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, (emailed). The council are asked to **resolve** the amended risk register.

Councillors are asked to read through the grant application from Fleetwood Charity CE Primary School for the project development of designated play zones. Councillors are asked to **resolve** if funds are to be granted to the application (application emailed). Upon resolution of funds payment will be made by the clerk and authorised members outside of the meeting.

10 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 £1,7500 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 is asked to **resolve** to pay the license fee of £800.00 Upon resolution the clerk will co-ordinate with LCC to have the electric points installed, and the license payment authorised by members before the next meeting.

11 Bus Shelter Outside Preesall Park

Councillors are to note that although resolved at April's meeting minute reference 13.13(2026 27), to purchase a bus shelter from David Ogilive Engineering at £13,860.00, the council did not comply with its financial regulations. The clerk has 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. Councillors are asked after seeing the two other quotes to **resolve** which quote to purchase a new bus stop.

Councillors are to **note** they are asked to research around the town and email the clerk prior to July's meeting where they would like the current bus stop outside Preesall Park to be relocated. This will be resolved at July's meeting, and the clerk will move forward with the project.

12 Viking Office Supplies

The clerk is requesting that an account is opened at Viking Office Supplies for office stationery. Council are asked to **resolve** this action.

13 Signage for Knott End, and Council Name Change

The clerk has 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.

Council are asked to **resolve** to have a sign placed on the Knott End boundary. Council are asked if they wish to **resolve** changing the council's name.

14 Councillor Surgeries

Councillors are asked if they are available for the following surgeries:
Youth Centre from 10am-12noon on July 25th, 22nd August and 26th September.
Knott End Library from 10am-11am on 8th August and 12th September.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

15 Reports from subject leads and outside body representatives

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

16 Verbal reports from Wyre councillors

Wyre councillors will report any items relevant to the area.

17 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)

18 Mayor's report

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

19 Questions to councillors

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

20 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 (Friday 3rd July 2026) at the latest, with a summary of the reason for raising the matter, this is to include updates from working groups.

21 Date and time of next meeting

The next meeting of the Council is to be held **at 7pm on 14th July 2026.**