

Preesall Town Council
09 MARCH 2026
ANNUAL GOVERNANCE REVIEW

In order to ensure that the suite of internal control documents remains up to date and fit for purpose, the Council conducts an annual governance review of its arrangements. Updates are highlighted in blue within the documents. The Clerk has reviewed all documents any amendments are noted below for the Council to review and consider before resolution.

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 up rising 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
 - Fidelity guarantees £250,000

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|------------------------|------------|
| ○ Official's indemnity | £250,000 |
| ○ Slander & Libel | £25,000 |
| ○ Personal Accident | £30,000 |
| ○ Legal Expenses | £100,000 |
| ○ 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 crossed 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.